



Surrey Independent Living Council

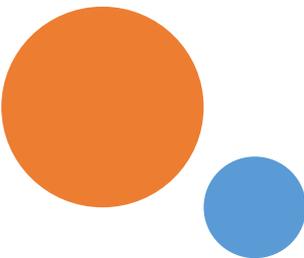
COVID-19 Service Briefing 2

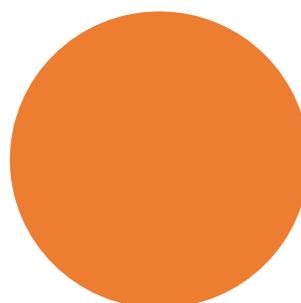
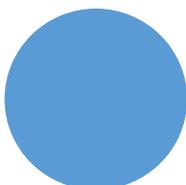
23rd of March 2020

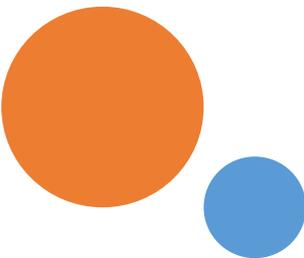
For Individual Employers of Personal Assistants

If you need to self-isolate because of suspected Covid-19 infection or contact

- Your PA's can continue working but you must provide Personal Protective Equipment for your PA's in order for them to do so and this can be paid from your Direct Payment or Personal Health Budget.
- If you would prefer your PA's not to work, then in first instance speak to the Legal Advice Service provided by your Employment Liability Insurance provider.
If your insurance provider is –
 - FISH call **Peninsula on 0344 892 2480**
 - Premier Care/Mark Bates call **MSL on 0161 603 2167**
- If the contract of employment you have with your PA's allows for a period temporary suspension of work and pay called a 'Lay Off' then they will have a right to Statutory Guaranteed Pay, payable for the first five days of absence.
<https://www.gov.uk/lay-offs-short-timeworking/guarantee-pay>
- If there is no lay-off clause, your PA's should be paid as normal. If there is a lay-off clause but you want to pay your PA's as normal anyway, you need to check this with your funding authority. For Local Authority Direct Payments this is Surrey County Council and for Adult Personal Health Budgets it is Surrey Downs CCG and for Children's Personal Health Budgets is and Waverley CCG.
 - Please note that Surrey Downs CCG and Guildford and Waverley CCG will merge on 1st April 2020 and will then be known as **Surrey Heartlands CCG**.

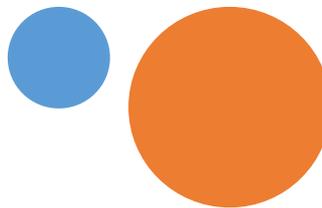
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- If your PA's are employed on a zero hour or casual basis and work hours have not already been agreed in advance there is no requirement for you to offer them work.
 - If you need to self-isolate for 12 weeks and don't want your PA's coming in, the options are as above (statutory guarantee or full pay; nothing for zero hours workers). Alternatively, you could make the PA's redundant; agree the PA's will take unpaid leave; or agree the PA's will take paid leave if they are due any.
 - As your PA's are providing direct care they are considered to be Key Workers. This means their children should be able to continue to go to school.
 - If your PA's do need to take time off work because their children are off school, they have the right to take emergency leave to care for a dependant for a 'reasonable time' while they make other arrangements. This is unpaid (though they could take paid leave instead if they have any due).
 - **Make sure you talk to your Employment Liability Insurers legal advice service before taking any action.**





If your Personal Assistants (PA's) need to self-isolate because of suspected Covid-19 infection or contact

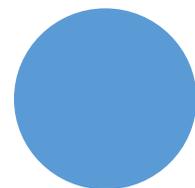
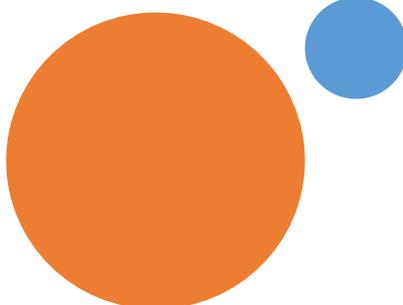
- Self-isolating PA's are legally defined as being unfit to attend work. They should therefore notify you of their intention to self-isolate at the earliest opportunity.
 - They have the right to remain away from work for a period of 14 days from the symptoms becoming known. You can find detailed Government guidance on staying at home due to possible Coronavirus infection here:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - As the PA is considered to be unfit for work, they are entitled to Statutory Sick Pay (if eligible) from day one of the absence.
 - *Statutory sick pay is payable to PA's who are employed by you (including on a zero hour or casual basis) and have earned an average of £118 a week over the last 8 weeks.*
 - If the PA's are not eligible, you must provide them with the SSP1 form available from the SILC office or from:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/870979/ssp1-print.pdf
This will allow them to present a claim for possible benefits.
 - If the PA's are or become ill with the virus, they will need to be off for 14 days and your normal sickness reporting procedure will apply, as will ongoing payment of SSP.
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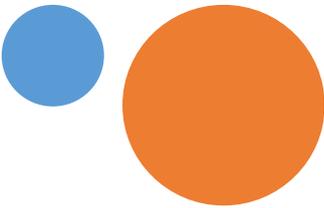


- In order to arrange payment of Statutory Sick Pay to your PA's you should contact your payroll provider. If your payroll provider is -
 - **David Howard call 020 3984 7509**
 - **Pay Packet call 0800 848 8998**
- Statutory Sick Pay is £95.85 a week (rate from 6th April 2020) and more information about Statutory Sick Pay can be found at:
 - **<https://www.gov.uk/statutory-sick-pay>**
- If the PA's can't get childcare because their children are off school, they have the right to take emergency leave to care for a dependant for a 'reasonable time' while they make other arrangements. This is unpaid (though they could take paid leave instead if they have any due).
- For further guidance we advise you to contact the Legal Advice Service provided by your Employment Liability Insurance provider or visit the ACAS website:
 - **<https://www.acas.org.uk/coronavirus>**
- Surrey County Council has set up a Coronavirus hotline to give non-medical advice and community support.

This is for Surrey residents who need support from the community, or who want to help others.

To access this service you should call **0300 200 1008**.



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- If you need alternative care arrangements put in place during your period of isolation or while your PA is unavailable, our advice is that you contact your Adult or Children's Social Care Team.
 - If you have a Local Authority Direct Payment and do not know the number of your local team, you should call Surrey County Council on 0300 200 1005.
 - If you are a Personal Health Budget Holder, you should contact Surrey Downs CCG (for Adults) on 01372 201 645 or,
 - Guildford and Waverley CCG (for Children) by email SurreyChildrensContinuingCare@nhs.net or phone 01883 340 922.

Please note that Surrey Downs CCG and Guildford and Waverley CCG will merge on 1st April 2020 and will then be known as Surrey Heartlands CCG.

For general information about Covid-19 and the steps you should take to protect yourself and those around you, then please see the government or NHS websites at:

***www.gov.uk/coronavirus
and
www.nhs.uk/coronavirus***

***For any other queries please contact us on 01483 458 111 (Text: 07919 418 099)
(please note that our phone lines are very busy at the moment so if we are unable to answer you when you call please leave a message or email us at admin@surreyilc.org.uk)***

PLEASE BE AWARE THAT GOVERNMENT GUIDANCE AND LEGISLATION IS LIKELY TO CHANGE AS THINGS DEVELOP.

WE AIM TO KEEP OUR INFORMATION UPDATED BUT PLEASE CHECK WITH YOUR EMPLOYER INSURERS ADVICE LINE, ACAS, AND GOVERNMENT ADVICE BEFORE TAKING ANY ACTION.

