



**Surrey Independent Living Council**

**COVID-19 Service Briefing 4**

**27<sup>th</sup> of March 2020**

## **For Individual Employers of Personal Assistants**

- **Key Worker Confirmation Letter**
- **Payment of Personal Assistant Wages**
- **Payments to Providers**
- **DBS Checks**
- **Personal Protective Equipment (PPE)**
- **Skills for Care – Online COVID-19 Training**

### **Key Worker Confirmation Letter**

Surrey County Council and SILC have produced a 'Letter of Authorisation' for your Personal Assistants for them to use in order to be recognised as a Key Worker for the purposes of accessing local shops and pharmacies on your behalf and travelling around the borough to be able to carry out their job for you.

In order to get one of these letters for your PAs either you or your PAs need to contact SILC by emailing [admin@surreyilc.org.uk](mailto:admin@surreyilc.org.uk) or calling **01483 458 111** and give the employer name along with the name and address of the PA(s). We will then send a Key Worker Confirmation Letter directly to your PAs.



## **Payment of Personal Assistant Wages**

If you do not require your regular PAs to work any or all of their PA hours, due to your self-isolation, you should continue to pay them their regular wage. Likewise, if your PA had COVID-19 symptoms and/or is self-isolating they should also be paid their regular wage.

For PA's who work zero hours this should be an average of the weekly wage they earned in February 2020.

If you receive a Direct Payment from Surrey County Council and need to pay for alternative care during this period you can do so out of your Direct Payment and if you require additional funds to do this contact your local Adult Social Care or Children with Disabilities Team. If you are in receipt of a Personal Health Budget then contact the Continuing Care Teams at Surrey Downs CCG for adults or Guildford & Waverley for children.

## **Payments to Providers**

Surrey County Council has recognised that care providers who provide services to people that use Direct Payments from them may face financial challenges during this period.



Where providers offer or need to provide alternative services for you at the same or a higher cost, they are being told they can do so.

If a higher cost is required, then the council will ensure your Direct Payments can be topped up as necessary to meet these additional costs.

## **DBS Checks**

The Disclosure and Barring Service (DBS) has announced temporary changes to identification checking guidelines which enable ID documents to be viewed over video link, and scanned images to be used in advance of the DBS check being submitted, rather than having to see physical documents.

PAs will be required to present the original versions of these documents when they first attend their employment or volunteering role.





## **Personal Protective Equipment (PPE)**

We have received clarification from Surrey County Council that PPE for your PA's can be purchased using your Direct Payment.

Should you need additional funding to cover the cost of this your Direct Payment will be topped up to ensure that you have enough funding to continue to meet your agreed eligible care needs.

If you are in a receipt of a Personal Health Budget the same applies for funding from the CCG.

## **Skills for Care – Online COVID-19 Training**

Skills for Care have provided some online training for PA's. This can be found at

**<https://portal.e-lfh.org.uk/Register>**



PA's need to register and then click on **None of the above apply to me**. This will lead to a page with a list of freely available training including Coronavirus (COVID-19)

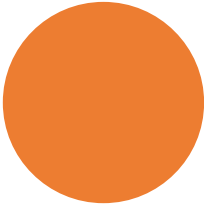


**If you would like our support with these matters please email us on**

**[admin@surreyilc.org.uk](mailto:admin@surreyilc.org.uk)**

**or call us on 01483 458 111 - SMS 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 send us an email.)*





*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)  
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