

June 2020



North Central London Clinical Commissioning Group

HR update 9 June 2020: NHS Test and Trace Programme, Risk Assessment HR Drop-in sessions and Annual Leave

This week's HR update focuses on the following areas:

- **NHS Test and Trace Programme**
- **Demographic Health Risk Assessment HR Drop-in sessions**
- **Taking Annual Leave during Covid-19**

NHS Test and Trace Programme

The NHS Test and Trace service forms a central part of the Government's Covid-19 recovery strategy, which seeks to help the nation return to normal as soon as possible for as many people as possible, in a way that is safe and protects our NHS and social care sector. Once launched, this service will also play a vital role in providing an early warning if Covid-19 activity is increasing locally, regionally or nationally. This information will then be used to inform the Government's approach to reduce the spread of the virus.

The NHS Test and Trace programme:

- provides testing for anyone who has symptoms of coronavirus, to find out if they have the virus
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.

We have developed a [COVID-19 HR Factsheet: NHS Test and Trace Programme](#). This factsheet provides the following information on the NHS Test and Trace Programme with regard to how the CCG, as an employer, together with other employers can play its part to slow the spread of the virus and save lives when lockdown restrictions have been eased and staff are able to physically return to the office.

- General information on the Test and Trace Programme
- Definition of a 'contact'
- Sharing contact details with the Test and Trace Programme
- Testing and self-isolation requirements
- The role of the CCG as an employer in the Test and Trace Programme
- Contact tracing of co-workers
- Supporting staff that need to self-isolate

- Confidentiality
- Managing Workplace Risks
- NHS COVID-19 App

This factsheet should be read in conjunction with the [FAQs on the Test and Trace Programme](#), which also provides further information on the areas outlined above.

Demographic Health Risk Assessment HR Drop-in Sessions

Staff and managers are reminded to seek guidance from HR or attend one of the drop-in sessions, if they would like further information or have any questions or concerns. The dates and times of the drop-in sessions are details below and staff should contact the Covid-19 HR email address (nclccg.hrcovid19@nhs.net) to book a slot with a member of the HR team during one of the HR drop in sessions. An invitation via MS teams will be sent once a slot has been agreed.

Dates	Times
Friday 12 June	9.30am – 11.00am
Monday 15 June	9.30am – 11.00am
Wednesday 17 June	2.00pm – 3.30pm
Friday 19 June	2.00pm – 3.30pm

The importance of taking annual leave

It is recognised that the response to Covid-19 will need to be managed over a long period of time and that we need to support staff health and wellbeing by enabling regular breaks.

Annual leave is an important health and wellbeing provision that allows staff to rest and recuperate, especially during this challenging period. In turn, it is essential that all staff have appropriate time away from work duties and everyone is encouraged to book and take annual leave during the coming months.

If staff have had their holiday cancelled due to restrictions on travel, the expectation is that staff will continue with their booked period of annual leave, unless specifically agreed otherwise with their Director due to the need to undertake critical activities. This will enable staggered annual leave to be taken within a team and original cover arrangements agreed within a team to be maintained, so this will not impact service continuity and more importantly support staff health and wellbeing.

Further information and queries

Staff and managers can also contact their HR Business Partner or the HR Covid-19 inbox nclccg.hrcovid19@nhs.net for any queries, advice or further information.