

HR Factsheet – Guidance for Managing Return to Work Arrangements Following a Return from International Travel

Introduction

The CCG is committed to supporting the health and wellbeing of staff by enabling regular breaks and encouraging staff to take annual leave. We recognise that staff may have plans to travel, including holidays to travel abroad during their annual leave.

All international travel should be undertaken in accordance with advice from the [Foreign and Commonwealth Office \(FCO\)](#) on travelling overseas. The FCO are monitoring the international situation closely and keeping their advice under constant review. During this time, there are government rules and requirements for individuals to quarantine following a return from a trip abroad.

The UK Government has rated countries Red, Amber and Green, with associated rules that must be followed upon returning to the UK from countries listed in each colour-coded category.

This factsheet provides further information and guidance on the government traffic light system rule for international travel that all individuals **must** follow when returning to England and the management of return to work arrangements following a return from a trip abroad - this will vary depending on whether individuals are returning from a **Red, Amber or Green** list country.

This factsheet should be read in conjunction with the [CCG's Annual Leave Policy](#), [Coronavirus \(COVID-19\) Guidance for Managers and Staff](#), and [Travel Abroad during Annual Leave](#).

Please note: This purpose of this HR guide is to provide advice and information on managing the return to work arrangements for staff that return from travel abroad. Whilst government guidance on travel abroad is referred to in this guide, it is not a replacement for government requirements and rules on the UK requirements following travel abroad – staff should refer to both the [Foreign and Commonwealth Office \(FCO\)](#) and the [Government Website](#) for up to date advice, information, rules and requirements on the destination country if travelling overseas. The list of countries that are listed under the Red, Amber and Green categories can be found on the [Government Guidance website](#).

Managing return to work arrangements following travel within the UK, Ireland, the Channel Islands and the Isle of Man

You do not need to take a COVID-19 test or quarantine on arrival in England if you are travelling within the UK, Ireland, the Channel Islands and the Isle of Man, (the Common Travel Area), and you have not been outside of the Common Travel Area in the previous 10 days.

[Return to work arrangements:](#) Member of staff to return to work in accordance with usual working arrangements.

Summary of Government Requirements and Managing Return to Work Arrangements following Travel Abroad

	Red List Countries/Territories	Amber List Countries/Territories	Green List Countries/Territories
Government Entry Requirements	If you have been in a country or territory on the red list in the last 10 days you will only be allowed to enter the UK if you are a British or Irish National, or you have residence rights in the UK.		You must only have been in or travelled through a green list country or the UK, Ireland, the Channel Islands or the Isle of Man in the previous 10 days.
		Please note: If you have also been in or through a country or territory, including a transit stop on the red or amber list in the 10 days before you arrive in England, you must follow the rules for the highest risk you have been in/passed through in line with Government advice .	
Government Requirements Before Travelling to England	<ul style="list-style-type: none"> -take a COVID-19 test -book a quarantine hotel package, including 2 COVID-19 tests -complete a passenger locator form 	<ul style="list-style-type: none"> -take a COVID-19 test -book and pay for day 2 and day 8 COVID-19 travel tests – to be taken after arrival in England -complete a passenger locator form 	<ul style="list-style-type: none"> -take a COVID-19 test -book and pay for a day 2 COVID-19 test – to be taken after arrival in England -complete a passenger locator form
On Arrival to England	Quarantine in a managed hotel, including 2 COVID-19 tests	<ul style="list-style-type: none"> -Quarantine at home or in the place you are staying for 10 days -Take a COVID-19 test on or before day 2 and on or after day 8 -You may be able to end quarantine early if you pay for a private COVID-19 test through the Test to Release scheme. 	<ul style="list-style-type: none"> -You must take a COVID-19 test on or before day 2 after you arrive. -You do not need to quarantine unless the test result is positive. -You must quarantine if NHS Test and Trace informs you that you travelled to England with someone who has tested positive for COVID-19
Management of Return to Work Arrangements	<p>Staff must take annual leave or unpaid leave during the period of quarantine in a managed hotel.</p> <ul style="list-style-type: none"> -If there are extenuating circumstances requiring travel to a country on the red list (e.g. bereavement), please speak to HR for advice and guidance. - Member of staff must take sick leave if they are unwell. Sick pay provision in line with Absence Management Policy. 	<p>Staff must notify and agree working from home arrangements with line manager as soon as possible.</p> <p>Member of staff must take sick leave if they are unwell. Sick pay provision in line with Absence Management Policy.</p>	<p>Staff must notify and agree working from home arrangements with line manager as soon as possible.</p> <p>Member of staff must take sick leave if they are unwell. Sick pay provision in line with Absence Management Policy.</p>

Additional Information and Considerations Regarding Travel Abroad Arrangements

Please do review the government guidance for the most up to date information and advice on travelling abroad and the requirements following a return to England from travel abroad. The Government website provides further guidance and information on the following areas:

- For all international travel, you must follow the Government rules and requirements even if you have been vaccinated;
- Countries on the watch list and moving between the Red, Amber and Green categories and changes in rules and requirements;
- If you travelling from a green listed country and the status changes to **Amber** or **Red** prior to your return, you will need to inform your manager as soon as possible and agree arrangements for taking the self-isolation period as annual or unpaid leave as per the above table;
- Government requirements and rules on transit stops in Amber and Red List Countries;
- [Foreign, Commonwealth & Development Office \(FCDO\)](#) travel advice sets out COVID-19 and other risks that you may face if you travel abroad.
- It is important to consider whether the country of travel imposes a quarantine period upon arrival and if so, this must also be taken into account when requesting annual leave.

Please check the [Foreign and Commonwealth Office \(FCO\) website](#) for the most up to date information on the list of exempted destinations and guidance on **before, during and after** travel.

Further guidance on international travels and traffic light system can be found on the government website - <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>