

CORONAVIRUS INFORMATION FOR EMPLOYERS – 25th March 2020

<https://www.acas.org.uk/coronavirus>

Please note, this guidance was sourced externally utilising the ACAS website at the top of this page. If in doubt, you should contact ACAS directly by telephoning 0300 123 1100, particularly as advice may change over time.

Can my personal assistant continue to work?

If your personal assistant can work, they should continue to fulfil their duties. They are classed as a key worker.

You and your personal assistant must take any new rules on health and safety procedures very seriously and implement them based on government guidance. This is for their protection, your own safety and to prevent the spread of infection to other people.

What happens if my personal assistant does not want to come to work?

Some people may be worried about catching coronavirus and therefore unwilling to come into work. If this is the case employees can request time off as part of their holiday entitlement or as unpaid leave.

What happens if my personal assistant has children who need to stay home?

Personal Assistants are considered key workers. This means your personal assistant's children are eligible to continue to attend school if they can't be cared for safely at home. The personal assistant will need to contact the school for more information.

If my personal assistant is not sick but is in quarantine or self-isolation, do we have to pay them sick pay?

Personal assistants must receive any statutory sick pay (SSP) due to them if they are self-isolating because they have Coronavirus, have Coronavirus symptoms, someone in their household has Coronavirus symptoms or they have been advised by a GP or NHS 111 to self-isolate.

If someone has symptoms and lives alone they must self-isolate for 7 days. If they live with other people and are the first person to have symptoms, they must self-isolate for 7 days. Everyone else in their household must self-isolate for 14 days.

If anyone else in the household starts displaying symptoms, the person with the new symptoms must self-isolate for 7 days. This is regardless of where they are in the 14-day isolation period.

Do I need proof of my personal assistant's sickness?

Personal assistants in self-isolation need to follow your usual sickness reporting process.

Personal assistants can 'self-certify' for the first 7 days off work. This means following your normal sickness reporting process but not having to get a note from a doctor or NHS 111.

Those self-isolating due to coronavirus for more than 7 days can get an online self-isolation note from the [NHS website](#) or [NHS Mobile Phone app](#).

What does “shielding” mean?

It is possible your personal assistant will receive a letter from the NHS informing them they should take extra steps to protect (or “shield” themselves because of an underlying health condition. If an employee receives a letter telling them to start shielding they will need to stay at home for 12 weeks.

Employers should support personal assistants who need to shield themselves for the mandated 12 week period. They will be classified as being on sick leave during this time. For more information about shielding, please visit the government website [here](#)

Detailed advice on all these elements is available at the [ACAS website](#).