

## Report of the Strategic Director

**RETURN TO WORK**1. Purpose of report

The report informs Councillors of the steps the council has taken to support the organisation to return to work.

2. Background

The Return to Work group was established immediately the Government guidance changed. The group has met weekly since week commencing 11 May 2020 and has developed the following programme of work:

- Strand 01 – Service Analysis
- Strand 02 – Risk Assessments
- Strand 03 – Public Realm
- Strand 04 – Communications
- Strand 05 – Equality Impact Assessments
- Strand 06 – Employees

Appendix 1: Strand 01 - contains the Service Analysis proforma, including the category analysis. All service manager responded with completed analyses by Monday 18 May 2020. The individual service analysis is to be kept under review by the relevant service managers to ensure that any adjustment is reflected accurately within the assessment.

Appendix 2: Strand 02 - provides details of the Risk Assessment process with progress to date and the current timetable of activity.

Appendix 3: Strand 04 - contains details of our communications plan for employees and residents / customers which is subject to Government advice.

Appendix 4: Strand 05 – contains a copy of the Equalities Impact Assessment proforma.

Appendix 5: Strand 06 - contains the proforma document used for employee engagement and an infographic highlighting details of the employee Wellbeing survey results.

Strand 03 is being reported to the Jobs and Economy Committee under Recovery of the High Street.

Members of the Return to Work Group include both Unions, HR Manager, Head of Environmental Services, Environment and Business Development Manager, Head of Property Services, Health and Safety Manager, Corporate Communications Manager, Planning Development and Regeneration Manager, and the Strategic Director.

Approximately 25 employees have regularly visited the Council Offices on a Wednesday each week since lockdown began to deal with such as post, cheques, and scanning. From 15 June 2020 the Council Offices will be open every day with a smaller number of employees in daily. An appointment only service will be offered to residents between 9:30am and 12:30am for both Customer Services and Homelessness, linking with the reopening of CAB. In addition, public toilets will also be open from 15 June 2020 with appropriate signage, cleaning and social distancing arrangements in place. The Council will continue to monitor Government advice

**Recommendation:**

**The committee is asked to NOTE the report.**

Background papers

Nil

## APPENDIX 1

## STRAND 01 – SERVICE ANALYSIS

The service analysis proforma is provided below along with a summary analysis of the feedback provided by service managers

## INTRODUCTION

The table below has been designed to capture high level information about the services within your service area. The aim is simply to categorise the services in to the following categories.

- **SUSPENDED:** this category indicates all services that are not being delivered. State why this is case and what if anything would be required for the service to be reinstated.
- **PARTIAL:** this category indicates all services that are only partially being delivered. Indicate which elements of the service are being delivered and which elements of the service are not being delivered. Using bullets indicate what is currently being delivered and state what would be required (e.g. operational changes / PPE etc...) for the full service to be reinstated.
- **UNSUSTAINABLE:** this category indicates all services that are being run normally albeit remotely (with the aid of any necessary operational adjustments which are unsustainable e.g. additional costs may be being incurred). Using bullets indicate how it is being delivered and indicate what action(s) will be necessary to ensure the sustainability of the service (e.g. operational changes / PPE etc...).
- **SUSTAINABLE:** this category indicates all services that are being run normally albeit remotely (with the aid of any necessary and sustainable operational adjustments). Using bullets indicate how it is being delivered.
- **NORMAL:** this category indicates all services that are being run normally without any operational adjustments needed.

Start by highlighting services that fall into the **SUSPENDED / PARTIAL / UNSUSTAINABLE** categories this will inform a discussion. You will be contacted by the RETURN TO WORK group to discuss what changes to the current arrangements will be necessary to support your service area to move as many services to the **NORMAL / SUSTAINABLE** categories.

Create as many extra lines in the category tables below as required. A few simplified examples are provided as a guide. Please contact Kevin Powell in the event that you need to discuss this process.

<b>Service Area :</b>		<b>Name of Officer completing form:</b>	
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	<b><u>SUSPENDED:</u></b>	
<b>No.</b>	<b>Service Name</b>	<b>Details</b>
1.		

	<b><u>PARTIAL:</u></b>	
<b>No.</b>	<b>Service Name</b>	<b>Details</b>
1.		

	<b><u>UNSUSTAINABLE:</u></b>	
<b>No.</b>	<b>Service Name</b>	<b>Details</b>
1.		

	<b><u>SUSTAINABLE:</u></b>	
<b>No.</b>	<b>Service Name</b>	<b>Details</b>
1.		

	<b><u>NORMAL:</u></b>	
<b>No.</b>	<b>Service Name</b>	<b>Details</b>
1.		

### Summary Analysis

District Councils deliver approximately 326 services. The vast majority of these services are being delivered normally / sustainably, with appropriate adjustment where necessary to reflect remote working. The table indicates which service areas have one or more suspended / partially delivered services. This analysis is helping the Council focus effort to ensure services move towards the right hand columns.

Service Area	Suspended	Partial	Unsustainable	Sustainable	Normal
Administrative Services	4	3	1		
Corporate Communications	N/A	2	N/A		
Environmental Services	N/A	N/A	3		
Finance Services	N/A	N/A	N/A		N/A
Governance Services	N/A	N/A	N/A		
Housing Services	4	6	3		
ICT Services	N/A	N/A	N/A	N/A	
Legal Services	N/A	N/A	N/A		N/A
Payroll and Job Evaluation	N/A	N/A	N/A		
Planning	N/A	N/A	N/A		
Property Services BSU	2	5	N/A	N/A	
Property Services Capital Works	5	2	N/A		N/A
Property Services Crematorium	2	2	N/A	N/A	
Public Protection Community Safety	5	3	1	N/A	N/A
Public Protection Environmental Health	10	9	2		

Public Protection HR	N/A	1	1		
Public Protection Licensing	2	N/A	1		N/A
Revenues Benefits Customer Services	2	N/A	N/A		

Suspended services include for example face to face services where these are not essential in order to address safety or risk to life and the self-service kiosk located in the Council reception area. In addition, services which have been closed in line with Government advice such as public toilets and play grounds.

Partial services include those where the face to face element has been suspended but the telephony and digital delivery of the service has continued in the normal way or services that have been reduced in some way in line with Government advice such as public gatherings.

Unsustainable services include those services that are being delivered but require additional resources. Examples are the refuse, green waste and recycling services where it has been necessary to reduce the number of employees in the cab of a refuse vehicle in order to assist with social distancing. As a result, additional facilities at additional cost have been implemented to ensure employees are transported to the appropriate location on the refuse round enabling the services to be delivered.

## APPENDIX 2

## STRAND 02 – RISK ASSESSMENTS

Details of the current progress in relation to risk assessments and safe systems of work (SSOW) are illustrated in the table below. The risk assessments are consistent with Government / HSE guidance to address COVID-19 risks.

Service Area	Generic	Service Specific	SSOW (Safe Systems of work)	Completed by
Administrative Services	Site specific complete	N/A	N/A	12 June
Corporate Communications	Site specific complete	N/A	N/A	12 June
Environmental Services	Site specific complete	Complete	Complete	29 May
Finance Services	Site specific complete	N/A	N/A	12 June
Governance Services	Site specific complete	Complete	N/A	12 June
Housing Services	Site specific complete	Complete	Complete	12 June
ICT Services	Site specific complete	N/A	N/A	12 June
Legal Services	Site specific complete	Complete	N/A	30 June
Payroll and Job Evaluation	Site specific complete	N/A	N/A	12 June
Planning	Site specific complete	Complete	N/A	30 June
Property Services BSU	Site specific complete	N/A	N/A	12 June
Property Services Capital Works	Site specific complete	Complete	N/A	30 June
Property Services Crematorium	Site Specific Complete	Complete	Complete	30 June
Public Protection Community Safety	Site specific complete	Complete	Complete	30 June
Public Protection Environmental Health	Site specific complete	Complete	Complete	30 June
Public Protection HR	Site specific complete	N/A	N/A	12 June
Public Protection Licensing	Site specific complete	Complete	N/A	30 June
Revenues Benefits Customer Services	Site specific complete	Complete	Complete	12 June

## APPENDIX 3

**STRAND 04 – COMMUNICATION**

The initial draft of the communications plan is provided below. An internal and an external pack are being developed. The plan will remain dynamic and adjust in line with Government advice.

**RETURNING TO WORK – INTERNAL COMMUNICATIONS PLAN****Approach**

- A combination of physical measures and strong communications messaging.
- A multi-channel campaign to ensure employees across the Council are communicated with and are clear about what the Council is doing to protect employees and what employees need to do to keep themselves and others safe.
- Utilising the EAST behaviour change framework to encourage employees to adjust their behaviour from what they are used to in an office/working environment.
  - **Easy** – physical changes to the office to make it easy for employees to behave differently
  - **Attractive** – if you do this, you and others will be at less risk of becoming ill
  - **Social** – your colleagues, family and friends need you to do this/you may not be aware of who your colleagues are protecting from COVID/ embarrassment factor of not following the guidance
  - **Timely** – multi-channel messages/physical positioning/regular reminders

**Aims**

- Remind employees that the majority of us should continue to work from home until further notice and that you should only visit the office with permission from your HOS.
- Reassure employees that measures are being put in place to protect them.
- Ensure employees and Elected Members understand the physical changes the Council has put in place.
- Encourage employees to 'do the right thing' and adapt their behaviour in the workplace as they have done elsewhere e.g. the supermarket.

**Key messages**

- Those that can should continue to work from home.
- Only those with permission from their HOS should visit the office for essential purposes.
- The Council has put in place measures to protect employees. Employees need to do their bit to protect themselves and their families, as well as other colleagues, their families and members of the public.
- Everyone is dealing with the pandemic differently. Support is available if you need it.

**Channels**

- Physical posters and signage
- TV Screens and screensavers
- SMT
- Briefing packs
- Team Meetings
- Handouts for non-PC users
- Direct contact from HR/Managers/HOS (for those at risk or those with specific concerns)
- Videos/Live Events

- Broxtowe Employee News Briefing
- Intranet

### Content Overview

- Posters and signage (adapted from the CPNI example)
- Utilise established Coronavirus intranet pages as a central place for up to date information
- Manager briefing pack to help Managers understand and share the right messages – aimed at HOS/Line Managers/Middle Managers
- Member briefing pack to help Members understand the expectations on them around not visiting the office, what to do if they do have to visit and how we are protecting employees. *N.B This can be combined with information for the public.*
- Team meeting outline which Managers can use to run team meeting sessions with their sections. This needs to be combined with some sort of process for checking that they have done this.
- Handout or infographic (adapted from United Living example) to share electronically and with those who don't have PC access.
- FAQs including public aspects
- Q&A Events through Microsoft Teams/physical events for non-PC users for employees to ask questions of RTW Group reps or a pre-recorded video Q&A shared to address common concerns with RTW Group Rep.
- Infographic/flow chart of a typical work day giving examples of how to behave e.g. what to do when you arrive, whilst working, having a break, lunch time, home time etc.
- Content around what we have done to make it safe for you and what you need to do to make it safe for you and others.



## RETURNING TO WORK – EXTERNAL COMMUNICATIONS PLAN (COUNCIL OFFICES PHASE 1)

### Approach

- A combination of physical measures and strong communications messaging.
- A multi-channel campaign to ensure as many residents as possible receive the messages about what the Council is doing to protect them and employees and what they need to do to keep themselves and others safe.
- Utilising the EAST behaviour change framework to encourage residents to adjust their behaviour from what they are used to doing pre-COVID.
  - **Easy** – physical changes to the offices to make it easy for residents to behave differently/emphasising that doing things online is the easiest and safest way.
  - **Attractive** – if you do this, you and others will be at less risk of becoming ill
  - **Social** – your family and friends need you to do this/you may not be aware of who others are protecting from COVID/help those who are more vulnerable by doing things online/over the phone if you can
  - **Timely** – multi-channel messages/physical positioning/regular reminders

### Aims

- Encourage residents to self-serve wherever possible.
- Reassure residents that we have put in place measures to protect residents and employees.
- Encourage residents to 'do the right thing' and adapt their behaviour in the workplace as they have done elsewhere e.g. the supermarket.

### Key messages

- Everyone who can should continue to access services online or by phone so that we can reserve appointments for those who need them most.
- You must book an appointment and you will not be seen by a Council Office if you don't have one.
- If you do have to visit, measures are in place to protect you and our employees.

### Channels

- Physical posters and signage
- Email Me
- Social Media
- Press Releases
- Website
- Direct engagement with groups

### Content Overview

- Posters and signage
- Utilise established Coronavirus webpages as a central place for up to date information
- Member briefing pack to help Members share correct information with residents. *N.B This can be combined with information about employees.*
- FAQs and Dos/Don'ts
- Infographic/flow chart of whether you should visit or not.
- Content around what we have done to make it safe for you and what you need to do to make it safe for you and others.

## APPENDIX 4

**STRAND 05 – EQUALITY IMPACT ASSESSMENT**

The equality impact assessment proforma is provided below for information and is being used to guide managers as services move back to “normal”. Some groups are disproportionately affected by co-morbidities – the Council is using data to assist in its screening approaches and building this into the risk assessment process (e.g. older men, BAME, Chronic obstructive pulmonary disease [COPD], diabetes, obesity) to minimise the risk of harm to individuals.

**Covid 19 - Equality Impact Assessment for Work Area Adjustments**

Public bodies are required in to have **due regard** to the need to:

- **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited under the Act
- **advance equality of opportunity** between people who share a protected characteristic and people who do not share it, and
- **foster good relations** between people who share a protected characteristic and people who do not share it.

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

The **public sector Equality Duty** came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people’s needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people’s opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following **protected characteristics**:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having **due regard** means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to **advance equality of opportunity** involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low

**Fostering good relations** involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore **take account of disabled people's impairments** when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they **considered the aims of the Equality Duty**. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

### EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:		Lead officer responsible for EIA	
Name of the policy or function to be assessed:			
Names of the officers undertaking the assessment:			
Is this a new or an existing policy or function?			
<b>1. What are the aims and objectives of the policy or function?</b>			
<b>2. What outcomes do you want to achieve from the policy or function?</b>  The outcomes wanting to be achieved are: <ul style="list-style-type: none"> <li>•</li> </ul>			
<b>3. Who is intended to benefit from the policy or function?</b>  It is intended that the following groups will benefit: <ul style="list-style-type: none"> <li>•</li> </ul>			
<b>4. Who are the main stakeholders in relation to the policy or function?</b>  The main stakeholders are: <ul style="list-style-type: none"> <li>•</li> </ul>			
<b>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</b>			
<b>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</b>			
<b>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</b>			
<b>8. From the evidence available does the policy or function affect or have</b>			

the potential to affect different equality groups in different ways?

In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:

- Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?
- Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?
- Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?
- Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?
- What further evidence is needed to understand the impact on equality?

9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?

Age:

Disability:

Gender:

Gender Reassignment:

Marriage and Civil Partnership:

Pregnancy and Maternity:

Race:

Religion and Belief:

Sexual Orientation:

**STRAND 06 – EMPLOYEES**

During the COVID-19 emergency the Chief Executive has been sending a regular briefing to Councillors with details of the number of employees affected by COVID-19 including those that are self-isolating due to either their own risk or risk of household members. Members will recall the extract from the briefing 8 June 2020 which is provided below: -

Department	Total Self-isolating per department	Self-isolating Self	Self-isolating Others	Self-isolating at Risk
CEO	18	0	0	18
DCE	4	0	0	4
SD	18	0	1	17
LL	13	0	0	13
<b>Grand Total</b>	<b>53</b>	<b>0</b>		

Of those 53 cases, 23 are working from home. In addition to these figures a total of 88 employees (BBC and LL) have completed their self-Isolation.

From the very beginning of the emergency daily communications from the Chief Executive were sent to employees to ensure that they were kept up to date and that they were informed of the support that was available for them. The briefings include HR arrangements and support, guidance on the technology in use, videos from employees, useful tip on our working environment, competitions, ideas for children and families at home and much more. The communications have now become a weekly briefing. It is intended that this will remain in place as the feedback from employees has demonstrated how much it was appreciated and valued.

Other support including from Care First (originally PAM Assist) has been in place throughout the emergency.

The employee questionnaire along with an infographic illustrating the feedback from the wellbeing survey is provided below.

Return to work risk assessment following Covid-19

Name	Job Role(s)	Department/Section
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Are you in receipt of an NHS letter that identifies you as 'clinically extremely vulnerable'? <sup>1</sup>	Yes/ No
Do you consider yourself to be a 'clinically vulnerable' person? <sup>2</sup>	Yes/ No
<p>Are there any other health considerations / personal circumstances that you would like to update us about?</p> <p>These may include underlying/pre-existing health conditions or whether you may fall into a group covered under the Equality Act 2010 e.g. Age, Disability, Civil Partnership/Marriage, Gender Reassignment, Pregnancy/Maternity, Race, Religion, Sex, Sexual Orientation (please provide further detail below)</p>	Yes/ No
<p>Additional information that is relevant to us planning your return to work and ensure we can support you with any reasonable adjustments.</p>	

Item	Yes	No	What do I need to do to reduce/eliminate risk?
Does this employee need to be physically at work, or can they continue to work from home?			
If yes, can they travel to work following social distancing?			
Does the employee have access to all the technology			Contact ICT

Item	Yes	No	What do I need to do to reduce/eliminate risk?
they need?			
Can the needs of the service be met if the employee works for home?			
Can this be sustained?			Consider impacts on team/office cover
What impact will homeworking have on service delivery?			Severe/Moderate/None
Does the employee have a role which involves visiting people's homes? If so, are procedures in place to maintain social distancing?			
Does the employee have a role which involves visiting people's homes? If so, are procedure in place to prevent cross contamination?			
Does the employee have a public facing role outside of the office? If so, procedures in place to maintain social distancing or prevent cross contamination?			
Does the employee have any concerns about returning to the office?			Consider risk assessments – Health and Safety and Stress Risk Assessments
Are the concerns related to physical health?			See HR/OH – risk assessments
Are the concerns related to mental health?			Stress risk assessment/OH
Can reasonable adjustments be made?			Consider limited office attendance/reasonable adjustments?
If they must use public transport, consider start and finish times to avoid peak travel times.			
If yes, can they work 2 metres apart from colleagues?			
If employees have to be in work, is there sufficient hand cleaning facilities?			
If the employees have to be in work, are there sufficient cleaning and disinfectant schedules and resources?			
Does the employee have a			



Item	Yes	No	What do I need to do to reduce/eliminate risk?
public facing role? If so, are adequate screens, barriers and processes in place to maintain social distancing?			
If so, do you have adequate supplies before returning them to work?			
Do they have access to a kitchen/breakout area?			Identify which floor/work area
If yes, can these facilities use be staggered?			
If not, consider restricting access.			
Is this employee considered "at risk"? Ask if the employee or anyone in their household is classed as "clinically extremely vulnerable". These people will have received a letter from their GP. It may not be appropriate for the employee to return to the workplace if this is the case.			Refer to GP/OH advice.
If yes, go back to Q1 and review your answers and plan.			
Has the employee been unwell during the pandemic?			Identify when – are they eligible for testing – has it been reported to HR?
If yes, consider Occupational Health review			
Does this employee need to return to full time hours?			Only on OH/GP advice
If yes, consider phasing their return and that of colleagues until full time is reached			
Does this employee require specific Health Surveillance or HGV clearance?			See HR
If yes, consider paper-based questionnaires with 3 month follow up for face to face (HSE Guidance)			
Have you reviewed your risk assessments including DSE for home workers?			See Health and Safety
Is this employee new to Broxtowe?			

Item	Yes	No	What do I need to do to reduce/eliminate risk?
If yes, ensure a Medical Clearance has been undertaken and reviewed as appropriate.			See HR Admin
Is this employee pregnant?			
If yes, carry out a pregnancy risk assessment			See Health and Safety/HR
Does the employee understand what action they should take if they become unwell with COVID-19 symptoms – new, continuous cough and/or a high temperature) whilst at work?			Employees should be made aware of the National Testing Procedures – see HR.
Has the employee had a test for Covid-19 and what was the result?			
If you are unsure of anything do you want to refer to Occupational Health?			
Any other areas for consideration?			

### Footnotes

#### **<sup>1</sup> Who is 'clinically extremely vulnerable'?**

Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19.

Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.

- Solid organ transplant recipients.
- People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
- People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.

People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable. If you're still concerned, you should discuss your concerns with your GP or hospital clinician. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19, 5th May 2020, <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

## <sup>2</sup> Clinically vulnerable people

If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus. You are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

The infographic providing details of the feedback from the employee wellbeing survey is shown in appendix 5.