

The Cardiff and Vale University Health Board is well prepared for outbreaks of new infectious diseases. NHS Wales has put in place measures to ensure the safety of all patients and NHS staff while also ensuring services are available to the public as normal. [All staff are expected to maintain good infection, prevention and control measures and regularly wash their hands](#)

Advice For Employees Returning From Travel

Immediate Self-Isolation

All employees must self-isolate for 14 days (i.e. stay indoors and avoid contact with other people) immediately if you have travelled to the UK from:

Hubei province in China –even if you have no symptoms
Iran –even if you have no symptoms
Lockdown areas in Northern Italy – even if you have no symptoms
Special care zones in South Korea – even if you have no symptoms

In addition, you must:

- Call NHS Direct Wales on 0845 46 47 or 111 if available in their area
- Notify your line manager immediately if you have already returned to work.
- If you haven't returned to work, notify your manager
- Notify the Cardiff and Vale UHB Occupational Health Team on 02920 743264
- **Do not go to a GP Surgery, Pharmacy or Hospital**

Self-Isolation if compatible symptoms develop

Any employees who have returned from any of the following areas in the last 14 days **and** have developed a cough, high temperature or shortness of breath (even if the symptoms are mild) must self-isolate for 14 days (i.e. stay indoors and avoid contact with other people):

Mainland China outside of Hubei province
Italy outside the lockdown areas
Cambodia Hong Kong Japan
Laos Macau Malaysia
Myanmar Singapore Taiwan
Thailand Vietnam

In addition, you must:

- Call NHS Direct Wales on 0845 46 47 or 111 if available in their area.
- Notify your line manager immediately if you have already returned to work.
- If you haven't returned to work, notify your manager
- Notify the Cardiff and Vale UHB Occupational Health Team on 02920 743264
- **Do not go to a GP Surgery, Pharmacy or Hospital**

As the spread of the Coronavirus is growing, all employees and managers must regularly check for the most up to date list of counties affected and [the latest government information and advice.](#)



If an employee becomes unwell at work

If someone becomes unwell in the workplace and has recently returned from an area affected by coronavirus, they should call NHS Direct Wales on 0845 46 47 (or 111 if available in their area) for advice

Pay during self-isolation

The UHB's usual pay and sick leave entitlements will apply if someone has to self-isolate or if they have coronavirus

If an employee is not sick but cannot work because they are in self-isolation

If an employee cannot work because they have been told by a medical expert to self-isolate, they could be asked to work from home if possible. If the job cannot be done at home, they will be entitled to their normal pay (contractual sick pay), irrespective of their length of service with the UHB.

In these circumstances, the employee will not be required to provide a Fit Note (Sick Note) if they have to self-isolate. On return to work, the employee can complete a Self Certification Form

If an employee is sick and cannot work because they are in self-isolation

If an employee cannot work because they have been told by a medical expert to self-isolate, they will be entitled to their normal pay (contractual sick pay), irrespective of their length of service with the UHB.

In these circumstances, the employee will not be required to provide a Fit Note (Sick Note) if they have to self-isolate. On return to work, the employee can complete a Self Certification Form.



If the UHB sends employees home as a precaution

If an employee is sent home as a precaution, they will be paid as normal.

If employees choose to self-isolate but have not been advised by a medical professional and have no symptoms

Employees who voluntarily self-isolate without symptoms and without the UHB's agreement will not be entitled to sick pay. In these circumstances, the employee must contact their line manager to discuss their concerns.

If there are genuine concerns, the manager may agree that the employee could take annual leave or unpaid leave, however, the manager is not obliged to agree to this.

Special Leave

Employees are entitled to time-off work to help someone who depends on them (a 'dependent') in an unexpected event. This could apply to situations related to coronavirus, for example, if they have children to look after or arrange childcare because their school has closed.

In such circumstances, the Special Leave Policy could be applied and the amount of time off an employee takes must be reasonable for the situation. As an alternative to special leave, the employee could be asked to work from home if possible.

Useful Links

[Latest Updates from Public Health Wales](#)

[Frequently Asked Questions](#) – English

[Frequently Asked Questions](#) - Welsh

