



Do you employ staff?

Coronavirus Information for Employers

Over recent weeks we have published several newsletters focusing on the Coronavirus outbreak in the UK and offering information, advice and guidance to employers. However, we understand that it can be easy to misplace newsletters, so we wanted to make this information and guidance even more accessible for our readers. We have created a new section on our website which can be found [here](#), and which contains all the information provided in our newsletters.

The information provided on our website is as follows:

Self-Isolation

This page contains information about who does / does not have the right to self-isolate in relation to the Coronavirus, and how long that isolation should last for. Information is also provided on the documentation the employee can provide, and what payment the employee is entitled to. Follow this [link](#) to see the page.

“At Risk / Highly At Risk” Employees

This page contains information on how to manage employees who have medical conditions that cause them to be more vulnerable to the Coronavirus when compared with people who do not have medical conditions. We provide multiple options for how to support and manage employees during this stressful and unprecedented time, as well as confirmation on what these employees are entitled to, and advice on how to manage any (understandably concerned) employees who do not fall into this category but live with those who do. Follow this [link](#) to see the page.

“Lockdown” Advice

This page contains information on the UK “lockdown” that came into force at 8pm on 23rd March 2020. The information provided which types of Companies / Business must remain closed, and how the “lockdown” affects employers who are not included in this list. Follow this [link](#) to see the page.

School Closures

This page contains information on which employees may be affected by the UK school closures that were announced as a result of the Coronavirus, as well as confirmation on the types of employees that are classed as “key workers”. We provide multiple employee management options, from statutory leave to flexible working agreements, that we hope will help you to manage any employees who are impacted by the school closures. Follow this [link](#) to see the page.

Home Working

This page contains information and guidance on the implementation of home working, and on how to manage employees who are working remotely / working from home. The key points made on this page should help to alleviate any concerns you may have about managing employees you do not see every day, whilst also giving you some ideas on how you could successfully agree to home working both during this crisis, and the future. Follow this [link](#) to see the page.

Coronavirus Job Retention Scheme

This page contains information on the Governments new Coronavirus Job Retention Scheme, that has been brought in to help prevent wide scale redundancies due to the Coronavirus. The information on this page should help you to understand the scheme, who it applies to, and what money can be claimed. Follow this [link](#) to see the page.

Lay-Offs / Short-Time Working

This page contains information on the implementation of Lay-Offs and Short-Time Working, which are two options employers have to save money and hopefully prevent redundancies if there has been a downturn in business. Whilst home working or the Coronavirus Job Retention Scheme are the two preferred options for managing employees during this time, this page is useful when those options are not suitable. Follow this [link](#) to see the page.

Annual Leave

This page contains information on how annual leave entitlement is impacted by the Coronavirus outbreak, and the changes that have been put in place to ensure employees are still able to utilise their statutory right to paid annual leave. Follow this [link](#) to see the page.

Template Letters

We have already issued a zip file, containing new Coronavirus related template letters, to all our retained clients. We are also currently creating new additional template letters which may be useful. In the meantime if there is a

letter you require that we have not already provided, please let us know.

How Can We Help?

We will endeavour to provide further employment related updates as and when further information becomes available. If you have any queries relating to the content of this newsletter, or any other HR related topic, please don't hesitate to contact us via hradvice@hasslefreehr.co.uk