



*Our road map to Re-opening!*  
Monday 1<sup>st</sup> June

## Guidance for Employees



### Q) What do the government say about returning to work in our sector from 1<sup>st</sup> June?

Boris Johnson the Prime Minister has confirmed that the country can move to 'step 2'. This means that due to the scientific evidence there is a low risk and therefore Early Years settings can and will reopen as scheduled on Monday 1<sup>st</sup> June. Please see the following link to see the announcement: <https://youtu.be/cVVuHcNKXzq>

### Q) Have you completed a risk assessment?

Yes, with the support of Moorepay, the NDNA and HSE we have completed a risk assessment which is due to be uploaded to our website, please see the following link:

<https://www.earlylearnersnurseries.co.uk/traininglinks>

Further to this we created a guidance booklet to support parents returning to our settings.

### Q) I have lost the guidance what should I do?

We have put all guidance documents and support links all in one place on our website so everyone has access to them. This is now a secure and monitored area and therefore password protected. The password is: **eIntraining**

Please keep this private and confidential. We want to make sure everyone has got access to this information.

## Q) What does it look like?

**Guidance**  
**Coronavirus (COVID-19) Useful Links:**

- Implementing social distancing in education and childcare settings
- Guide on protecting extremely vulnerable people
- Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak
- Apply for a coronavirus test

**COVID-19 GUIDANCE**  
**COVID-19 RISK-ASSESSMENT**  
**COVID-19 CHECKLIST FOR REOPENING**

**COVID-19**  
**Our Employees Guidance Documents:**

0. Guidance Document 21.03.20
1. Guidance Document 27.03.20
2. Guidance Document 07.04.20
3. Guidance Document 15.04.20
4. Guidance Document 17.04.20
5. Guidance Document 21.04.20
6. Guidance Document 28.04.20
7. Guidance Document 04.05.20
8. Guidance Document 11.05.20
9. Guidance Document 21.05.20
10. Guidance Document 26.05.20

## Q) What steps have you taken so we can work safely?

We have followed these 5 steps to working safely:

1. Carry out a COVID-19 risk assessment
2. Provided cleaning, handwashing and hygiene procedures  
Link to guidance: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
3. Help people to work from home, where and if necessary
4. Maintain 2m social distancing, where possible
5. Where people cannot be 2m apart, manage transmission risk  
Link to guidance: [https://6c90d4ad-6488-4f13-a6bc-22c203807290.filesusr.com/ugd/d2f85c\\_74b11ac645cb4ff19e960fb099747585.pdf](https://6c90d4ad-6488-4f13-a6bc-22c203807290.filesusr.com/ugd/d2f85c_74b11ac645cb4ff19e960fb099747585.pdf)

**Q) Do I have to go back to work if I live with a clinically ‘extremely’ vulnerable person who is shielding?**

In these circumstances we will provide you an option and the choice to take a temporary period of unpaid time off for dependants, or parental leave. These decisions are taken on a case by case basis as we would need to assess the needs of the business. As you are aware, the job retention scheme does not allow us to claim furlough for employees when work is available. We understand the financial impact that this can have on all our employees which is why we have included details on other financial support available through Universal Credit and Citizens Advice in our guidance documents which we have sent out regularly to all employees.

**Q) Will you want to make changes to my pay / total weekly contracted hours / working days when I come back to work?**

When employees return to work their pay will not be affected. We ask all employees to be flexible to the needs of the business between Monday to Friday, 7am to 6pm when commencing their employment with Early Learners this is because we are in an ever changing sector. We are assessing our occupancy levels regularly; however, we cannot foresee the future and what the market will entail but we will communicate effectively with you all. Any such changes will be discussed.

**Q) What staff will be returning on Monday 1<sup>st</sup> June?**

Current occupancy levels of children returning for week commencing Monday 1 <sup>st</sup> June:			
Widnes	Runcorn	Middlewich	St.Helens
42	37 children	27 children	15 children
Current employees returning for week commencing Monday 1 <sup>st</sup> June:			
Widnes	Runcorn	Middlewich	St.Helens
April Fry Manager 7am – 4:30pm (staying until 6pm when needed)	Amber Kennedy Manager Flexible to suit the needs of the business.	Laura Long Deputy Manager 7am – 4pm	Drew Smith Acting Manager/ Deputy 8am – 6pm
Emma Morris Deputy Manager 9am – 6pm	Jade-Leigh Frankling Deputy Manager 7am – 5pm	Toni Wardle Supervisor 9am – 6pm	Helen Sweeney Supervisor 7am – 4:30pm (staying until 6pm when needed)
Katie Arnold Supervisor 7am – 4:30pm	Jessica Woods Supervisor 8:30am – 6pm	Anwen Davies Supervisor 7am -4pm	Chloe Nursery Nurse 7am – 4:30pm (staying until 6pm when needed)
Jane Morris Supervisor 8:30am – 6pm	Emma Simons Supervisor 8:30am – 6pm	Emily Lund Nursery Nurse 8am – 6pm	
Gemma Darlington Supervisor 7am – 5pm	Zara Byrne Nursery Nurse 7am – 4:30pm	Amanda Barlow Chef	
Emily Swindles Nursery Nurse 8am – 6pm			
Nakita Dwyer Chef			

We are asking our senior employees to return to work first based on their roles and responsibilities to help us implement our new safe ways of working. These occupancy levels are increasing and changing continuously as families confirm their return date to our settings. Our occupancy will rise with the government allowing sectors to reopen based on scientific advice. Please be prepared to return to work with limited notice. As you are aware, the job retention scheme does not allow us to claim furlough for employees when work is available. If we require you to return, we will contact you.

**Q) I have to get public transport to work, but I am scared of catching Coronavirus on my commute. What can I do?**

In the governments 'Plan to Rebuild', the government says that "when travelling everybody (including critical workers) should continue to avoid public transport wherever possible".

Please see attached the following document for your reference:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/884760/Our\\_plan\\_to\\_rebuild\\_The\\_UK\\_Government\\_s\\_COVID-19\\_recovery\\_strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884760/Our_plan_to_rebuild_The_UK_Government_s_COVID-19_recovery_strategy.pdf)

If you are worried about your travel to work, you should speak to us and explain your concerns. We may be able to change your shifts to allow you to travel at quieter times, or offer you work closer to where you live, so that you can walk or cycle to work. We also ask for you to start and plan and think of potential solutions.

**Q) According to government guidance, I am 'clinically vulnerable'. Do I have to go to work?**

There is a difference between being 'clinically vulnerable', and being 'clinically extremely vulnerable':

- Clinically vulnerable people are listed on government guidance. This includes people over 70, pregnant people, and people with some underlying conditions like diabetes. These people have not been told to shield for 12 weeks, but to take extra care to minimise contact with others outside their household.
- Clinically 'extremely' vulnerable people are those who have been told by the NHS to shield for 12 weeks.

If you are 'clinically vulnerable', you do not have to shield, and you can leave your house. However, we will still consider you to protect your health and safety. It's important we take reasonable steps to make the workplace safe for you.

In the government's guidance on working safely, it states that vulnerable people should be helped to work from home, either in their current role or in an alternative one. If this is not possible (*for example if your job roles entail working directly with others children or adults*), we will try to offer you the safest available on-site roles, allowing this employee to stay 2 metres apart from others. If you need to spend time within 2 metres of other people, we will carefully assess whether this involves an acceptable level of risk. As identified in our risk assessment.

You may also be 'disabled' for the purposes of the Equality Act 2010 because of your underlying health condition (*unless you are over 70 or pregnant, without any underlying conditions*). In this case, the protections described above ('I have been told by the NHS to shield for 12 weeks'). We will not force employees who fall into the category to come into work, until the government provide more guidance.

Please note that you must submit and provide us with any form of supporting evidence so we can assess the risk, plan effectively and seek advice if needed.

**Q) Someone in our household is in the 'high risk' group for coronavirus. Should the whole household be self-isolating?**

No, this alone does not require you all to self-isolate. Government guidance only requires people to self-isolate if they are displaying symptoms of coronavirus or someone in their household is displaying symptoms. Self-isolating is very extreme: you should stay at home at

all times and avoid any face-to-face contact. You can see more advice on self-isolation on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

The government have also published guidance on shielding:  
<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>

If nobody in your household is displaying symptoms, you would not be required to self-isolate but you should still stay home whenever possible, especially given government guidance that nobody should leave their house except in limited circumstances.

If you live with an 'extremely' vulnerable person, then the government recommends taking extra precautions to minimise the risk of exposure to the vulnerable people you live with.

If you are clinically extremely vulnerable, you will have received a letter telling you this from the NHS, or been told this by your GP. You must stay at home at all times and avoid all face-to-face contact for at least 12 weeks, except from carers and healthcare workers.

### **Q) Can an employee work for someone else whilst furloughed?**

A: Employees can volunteer whilst they are furloughed but not for their employer either directly or indirectly or for any linked or associated organisation.

HMRC has confirmed that provided the employee is contractually able to work for someone else they can, (for example: if an employee works for two employers, weekdays Mon-Fri and weekends Sat-Sun). It is important to stress that as your main employer you must seek permission and we must authorise and agree. Due to the nature of our business we need to ensure employees are flexible to suit our business needs. Employees must also communicate and get permission from us if their second job may come into disrepute with us (*for example: if an employee shift patterns or days may change*). No other agreement should be granted without the expressed written permission of your employer.

It is our requirement to ensure any new employee joining the company has completed a new starter checklist and Statement C must be completed to say if you (*the employee*) has another job.

### **Q) Can an employee do training whilst furloughed?**

A: Yes. The Treasury Directions of 22 May make it clear that the employee can do training which improves the employee's effectiveness in the business or the businesses effectiveness.



### **Getting Ready!**

Please ensure you have read the following documents before returning.

- **Early Learners - COVID-19 GUIDANCE** (Published: 22/05/20)
- **Early Learners - Our Checklist for reopening settings** (Published: 26/05/20)
- **Early Learners – COVID-19 RISK ASSESSMENT** (Published: 27/05/20)

Further to this we have created a section on our website so employees can easily access these documents and all guidance notes/ links.

We will continue to send updates and documentation via NIAB / StaffAdmin.



**Q: How does an employee communicate with us?**

Widnes: [elnwidnes@outlook.com](mailto:elnwidnes@outlook.com)

Runcorn: [elnruncorn@outlook.com](mailto:elnruncorn@outlook.com)

Middlewich: [elnmiddlewich@outlook.com](mailto:elnmiddlewich@outlook.com)

St.Helens: [elnsthelens@outlook.com](mailto:elnsthelens@outlook.com)

Customer Care Team: [elncustomer care@outlook.com](mailto:elncustomer care@outlook.com)

Hayden McCann on [elnenquiries@outlook.com](mailto:elnenquiries@outlook.com)