



Managing Staff Illness & Control of Infectious Diseases Policies

February 2024

Staff Illness

1. If employees are absent from work for any reason they must notify their Line Manager &/or Trust Administrator of the reason for absence as soon as possible.
2. In all cases of absence, a self-certification form, which is available from the Treasurer must be completed on their return to work and supplied to the Treasurer. For any period of incapacity due to sickness or injury which lasts for seven consecutive days or more a doctor's certificate stating the reason for absence must be obtained and supplied to the Treasurer. Further certificates must be obtained if the absence continues for longer than the period of the original certificate.
3. If employees are absent from work for more than three days by reason of sickness or injury and they satisfy the relevant requirements, they will be entitled to Statutory Sick Pay. There is no other Sick Pay Scheme available from the Trust.
4. If employees are absent for more than 4 weeks then they are considered to be on Long Term Sick Leave. Employees will be entitled to Statutory Sick Pay during this period. For management of long term sick leave refer to separate policy.

Control of Infectious Diseases

Definition

An infectious disease is a disorder caused by harmful organisms, such as bacteria, viruses, fungi, or parasites. While many of these organisms are usually harmless or even beneficial, under certain conditions, they can lead to illness.

1. Transmission:

- Infectious diseases can spread through **direct contact** with infected individuals or surfaces.
- Breathing in air contaminated with infected tiny droplets
- Consuming contaminated food or water.

2. Prevention:

- If feeling unwell it is beneficial not to enter the premises so that it breaks the transmission of the infectious disease.
- Frequent and thorough **hand-washing** also helps protect against some infectious diseases.

- Government advice will be followed concerning the prevention of Covid 19 or similar pandemics.
- The Hub will keep the premises clean by employing a cleaner and by expecting activity session leaders to clean, tidy and disinfect surfaces at the end of their session.

Policy Review: February 2027