

## Manager's checklist to protect employees classed as Extremely Clinically Vulnerable (ECV) from Coronavirus 19

1. Review list of employees previously recorded as ECV with letter (this will not include employees that fall into the ECV list from 17<sup>th</sup> August onwards or new employees, these employees will be advised in the shielding letter to discuss with the employer on receipt).
2. Discuss Welsh Government advice with employee <https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-covid-19-html>
3. Confirm the employee has a condition that puts them in the ECV category:
  - Solid organ transplant recipients
  - People with specific cancers:
    - People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer;
    - People with cancers of the blood or bone marrow such as leukemia, 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 Disease (COPD);
  - People with severe single organ disease (e.g. Liver, Cardio, Renal, Neurological);
  - People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as Severe Combined Immunodeficiency (SCID), homozygous sickle cell);
  - People on immunosuppression therapies sufficient to significantly increase risk of infection;
  - Adults with Down's syndrome;
  - Pregnant women with significant heart disease, congenital or acquired.
4. Explore if the ECV employee can work from home, if not speak to your departmental link officer to explore deployment within your Dept:
  - Chief Executives - Nicola Evans [NJEvans@carmarthenshire.gov.uk](mailto:NJEvans@carmarthenshire.gov.uk)
  - Communities - Silvana Sauro [SSauro@carmarthenshire.gov.uk](mailto:SSauro@carmarthenshire.gov.uk) / Lianne Jones [LiaJones@carmarthenshire.gov.uk](mailto:LiaJones@carmarthenshire.gov.uk)
  - Environment - Jackie Edwards [JMEdwards@carmarthenshire.gov.uk](mailto:JMEdwards@carmarthenshire.gov.uk) / Carly Thomas [CMThomas@carmarthenshire.gov.uk](mailto:CMThomas@carmarthenshire.gov.uk)
  - Corporate Resources - Alexa Thomas [AleThomas@carmarthenshire.gov.uk](mailto:AleThomas@carmarthenshire.gov.uk)
  - Education & Children - Nia Thomas [NThomas@carmarthenshire.gov.uk](mailto:NThomas@carmarthenshire.gov.uk) / Allan Carter [ACarter@carmarthenshire.gov.uk](mailto:ACarter@carmarthenshire.gov.uk)

If deployment within your department is not feasible refer to the Workforce Hub for suitable deployment opportunities: <http://intranet/our-people/coronavirus-guidance/skills-and-workforce-hub/>

5. If an ECV employee maintains that they wish to continue working at their place of work, ensure they fully understand the Welsh Government guidance, which strongly advises that they work from home or if their role doesn't enable them to work from home, then in a deployed role from home. This is particularly important for those whose work requires them to be in regular or sustained contact with other people, or where individuals share a poorly ventilated workspace for long periods. No pressure should be brought on the employee to work at their place of work;
6. If the employee continues to express their wish to continue working from their place of work, as an employer we must respect the employee's decision. However, before enabling this request, firstly work through the individual covid risk assessment/safe systems of work with the employee and seek advice from Occupational Health, if the risk assessment indicates this is appropriate. Note the employee's wishes on the risk assessment and that they have been fully informed of the Welsh Government guidance <http://intranet/our-people/coronavirus-guidance/safe-working-practices-during-covid-19/individual-risk-assessment/>
7. The Welsh Government advice to shield does not extend to those that fall into the clinically vulnerable category. For list please view here: <https://gov.wales/people-increased-risk-coronavirus> or those employees 'living with' ECV employees. These employees are advised to continue to follow the latest Welsh Government social distancing guidance and maintain strict adherence to risk assessments and safe systems of work : <https://gov.wales/coronavirus-social-distancing-guidance>
8. If an employee thinks there are clinical reasons why they should be added to the Shielding Patient List, you should advise them to discuss this with their GP or hospital clinician. They are able to add people to the shielding patient list if it is clinically appropriate to do so.