

Extremely Clinically Vulnerable Employees

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| **REFERENCE NO.** | **VERSION** | **DATE** |
| CORP-ALL-GUID-COVID19-004 | 1 | 23/03/2022 |

Guidance

Coronavirus (COVID-19)

# **Introduction**

This guidance has been developed to assist mangers in discussing risks and concerns with employees who have been identified as extremely clinically vulnerable to put suitable measures in place to protect their health, safety and wellbeing.

# **Extremely Clinically Vulnerable**

People in the clinically extremely vulnerable group include:

1. Solid organ transplant recipients
2. 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 leukaemia, 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
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe Chronic Obstructive Pulmonary Disease (COPD)
4. People with severe single organ disease (e.g. Liver, Cardio, Renal, Neurological).
5. 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).
6. People on immunosuppression therapies sufficient to significantly increase risk of infection.
7. Adults with Down’s syndrome.
8. Pregnant women with significant heart disease, congenital or acquired.

## **Discussion Points to Cover**

Managers should document discussions with employees using the below template and some discussion points include:

* What are your concerns for attending work?
* If a medical condition, has it been confirmed by a medical practitioner; have you been given any specific advice on returning to the workplace?
* Have you undergone all vaccinations as advised by the Welsh Gov and PHW?
* Were you classed as clinically extremely vulnerable (CEV) during the pandemic?
* Can the guidance below be maintained in the workplace for the employee:
* Continue to work from home, where this is possible for the role they undertake.
* Keep contacts to a minimum.
* Meet others outside where possible
* Ensure any enclosed areas are well ventilated.
* Wash your hands regularly with soap and water for 20 seconds, or use hand sanitiser if hand washing facilities are not available
* Stay two metres or three steps away from people you do not live with.
* Avoid touching your face and wear a [**face covering**](https://gov.wales/face-coverings-guidance-public) where required.
* Clean surfaces regularly and avoid touching surfaces others have touched.
* Does the work involve:
* Face to face contact with the public or service users
* Working in a large team or on a rota system where close contact cannot be avoided
* Working with pupils where close contact is required – SEN schools
* Would the employee be more comfortable wearing a face covering to attend the workplace?
* Does the employee require an Occupational Health Referral?
* Care settings only
  + Would the employee be more at risk in the workplace if there was a covid positive in a service user?

Further guidance is available on:

[Guidance on protecting people defined on medical grounds as clinically extremely vulnerable from coronavirus (COVID-19) – previously known as ‘shielding’ [HTML] | GOV.WALES](https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-covid-19-html)

## **What to do if you still have concerns**

Managers who still have concerns following their discussion with extremely clinically vulnerable staff should consider:

* Asking the employee to request further advice from their clinical lead and provide further specialist advice to be followed; or
* Refer the employee to Occupational Health for further medical advice on reasonable adjustments.

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| **EMPLOYEE NAME:** |  |
| **EMPLOYEE NO:** |  |
| **LINE MANAGER:** |  |
| **DATE OF DISCUSSION:** |  |

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| **NOTES OF DISCUSSION** |
|  |
| **ADDITIONAL CONTROL MEASURES / ADJUSTMENTS AGREED** |
|  |
| **DATE AGREED:** |
| **REVIEW DATE:** |