

Policy and Procedure Manual

Treatment of time spent in quarantine due to travelling

02COV. College Wide - Created on 12th August 2020 to be reviewed by Monday 14th September 2020

1. Who the policy applies to

This policy and procedure applies from Monday 24th August 2020 to all employees and teaching staff (Senatus) working at Westminster College. It also applies to Students, casual workers, agency workers and contractors.

2. Why the policy is needed

This policy is to communicate clearly the College's treatment of time spent in quarantine due to travelling to a destination that is not exempt from advice against non-essential international travel while such requirements are in place and legally enforced.

3. The policy principles

This policy will be updated on monthly basis or after an update from government or the Foreign and Commonwealth Office (FCO).

FCO continues to advise against non-essential international travel, except to countries and territories on the exempt list. To find out more, click on the following link: <https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>



[Coronavirus \(COVID-19\): countries and territories exempt from advice against 'all but essential' international travel - GOV.UK](https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel)

30 July 2020. Luxembourg removed from exemptions list based on the current assessment of COVID-19 risks. Luxembourg is no longer exempt from the FCO advice against all non-essential international ...
www.gov.uk

The exempt list changes with little notice, so before booking and definitely before and while travelling, employees need to:

- Check FCO coronavirus advice - click on the following link: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
- Check FCO travel advice for the countries they are travelling to - click on the following link: <https://www.gov.uk/foreign-travel-advice>
- Ensure they have appropriate travel insurance in case they have unexpected costs.

4. The definition of terms used in the document

- *Quarantine* – A traveller is required to self-isolate if they have visited or transited through a country that is not on the [travel corridors list](#) during the 14 days before

their arrival in the UK. They will need to self-isolate until 14 days have passed since they left that country.

- A ‘*transit stop*’ is a stop where passengers can get on or off a coach, ferry, train or plane. Your ticket should say if a stop is a transit stop.
- *The 14 days begin* from the date you left that country.
- *Whether travel is essential or not* is a personal decision and circumstances differ from person to person, relatives’ health sudden change could be considered as a reason for essential travel. It is for individuals themselves to make an informed decision based on the risks and FCO advice. If unsure, employees should always speak to their line-manager.

5. How the policy will be applied

If an employee has already booked to visit a destination which is NOT on the exempt list (i.e. they will have to quarantine for up to 14 days on their return to the UK), or that destination becomes "not exempt" whilst they are away, one of the following will apply dependent upon their particular circumstances:

- They will work from home during their quarantine period if possible. Where this is not possible, one of the following will apply:
 - If they are furloughed at the time of quarantine, or should be working but have been furloughed since March 2020, and cannot work from home, the College will treat any quarantine period up to and including the end of October 2020 as an extension to their furlough arrangement. In such a case the College will write to the employee and they must agree to be furloughed for the period spent in quarantine. This will not extend beyond the end of the Furlough scheme, which is the end of October 2020.
 - If they have not been previously furloughed and cannot work from home, they will use any unused annual leave they have left and if they have no annual leave left, or insufficient to cover the full quarantine period, the College will allow half as paid leave with the other half being unpaid leave.
- Where they decide to travel to a destination which is NOT exempt and they booked KNOWING THIS BEFOREHAND and they cannot work from home during the quarantine period they may use any unused annual leave they have left and if they have no annual leave left or insufficient to cover the full quarantine period, the College will treat it all as unpaid leave.

PLEASE NOTE THAT:

- Similar treatment will be applied if employees visit a country on the exempt list, but in travelling back, they break their journey in a country that is not on the exempt list. In such a case the quarantine rules may apply.
- Similar treatment may be applied where a destination is in the UK, but in an area that has gone into local lock down.

It is important that anyone intending to travel, for whatever reason, should check the links provided in this policy regularly prior to committing to any travel or that College employees and Senatus ask the Bursar or line manager to advise.

6. Responsibility for administering and updating the policy

The Bursar is responsible for updating this policy in consultation with the Critical Management Team.

7. When it was last revised, when it will next be revised.

August 2020

September 2020

8. The date from which it applies

24th August 2020

9. Statutory regulations and good practice guidance

- <https://www.gov.uk/coronavirus>
- FCO coronavirus advice: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
- FCO travel advice for the countries travelling to: <https://www.gov.uk/foreign-travel-advice>