

Parental Choice Payroll Guidance for Employers with Nannies Returning to Work

This document has been compiled based on a summary of the information provided by the Government on 10th May 2020. The intention is to provide a quick overview of the key information.

On Sunday 10th May Boris Johnson outlined new guidance regarding modifications to the lockdown restrictions, with a clear message to **'stay alert'**. This means that we must:

- Stay at home as much as possible
- Work from home if we can
- Limit contact with other people
- Maintain social distancing (2 metres apart where possible)
- Wash hands regularly

This new message actively encourages employees that are unable to work from home to return to work stating the following in [his address](#) to the nation on 10th May:

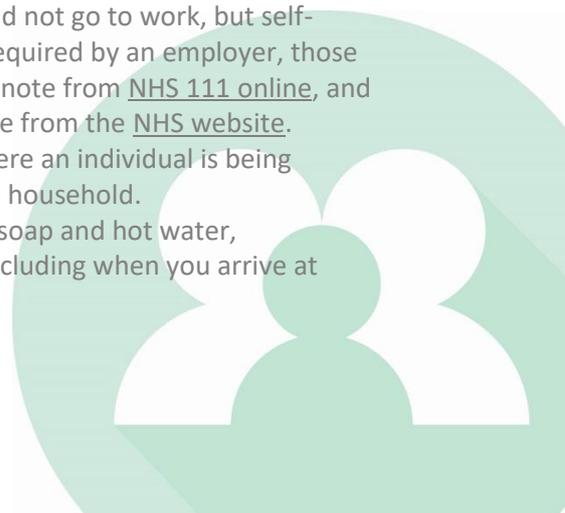
- Work from home if you can, but you should go to work if you can't work from home.
- Anyone who can't work from home, should be actively encouraged to go to work.
- To ensure safety at work employers must follow new guidance on how to make the workplace COVID-secure.
- To ensure safety when travelling to work, avoid public transport if possible. Capacity will be limited due to social distancing however operators will follow COVID-secure standards.
- Travel to and from work safely by using your car, walking or cycling.

Further information can be found in the document ['Our Plan to Rebuild'](#), an excerpt regarding staying safe outside your home can be found [here](#).

Previous updates to the [Government guidance](#) on Friday 1st May reassured childcare workers that, *"if you provide paid-for childcare in a child's home, you can go to your place of work - this is in line with Government guidance that you can travel to work if working from home is not possible."*

Should your employee return to work it is important, that there is strict adherence to the precautions set out by Public Health England. As an employer, you are responsible for informing and supporting your employee in how to maintain these measures (more information on this guidance click [here](#)). Public Health England have outlined the following course of action:

1. If you or someone in your own home has symptoms, you should not go to work, but self-isolate in accordance with Government advice. If evidence is required by an employer, those with symptoms of coronavirus (COVID-19) can get an isolation note from [NHS 111 online](#), and those who live with someone that has symptoms can get a note from the [NHS website](#).
2. You should not work in any household which is isolating or where an individual is being [shielded](#), unless it is to remedy a direct risk to the safety of the household.
3. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, including when you arrive at work and when you return home.



4. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue in a bin immediately. Then wash your hands clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.
5. Maintain social distance as far as possible with family members and others that you are not directly caring for.

Furthermore, when agreeing a return to work date it would be reasonable to provide at least one week's notice period. It is possible to engage your employee in multiple furlough periods, the guidance from the Government states *that 'any employees you place on furlough must be furloughed for a minimum of 3 consecutive weeks. When they return to work, they must be taken off furlough. Employees can be furloughed multiple times, but each separate instance must be for a minimum of 3 consecutive weeks. Each period of furlough can be extended by any amount of time whilst the employee is on furlough. However the scheme end date is the last day you can claim for through this scheme'*. If you have been making block furlough claims you will need to check the claim periods to ensure that you meet the minimum 21-day eligibility criteria.

These current Government updates are suggesting that your employee should return to work if your circumstances meet the following criteria:

1. The work your employee usually fulfils is available
2. Your employee is able to return to work, both safely and logistically
3. All parties are able to adhere to the 'Stay Alert' guidance and the appropriate Public Health measures are observed

If the criteria is met, employee's should be moved from furlough status reverting back to their usual contract of employment. If they are unable to return to work or their role is temporality redundant there are a number of options available such as; continue the furlough period, request your employee takes leave (paid or unpaid) or notify your employee of a permanent redundancy.

Finally, the current job retention scheme will be in operation until 31st July, modifications to the funding arrangement will then apply from 1st August 2020 until the scheme ends on 31st October 2020.

The Parental Choice Payroll Team

payroll@parentalchoice.co.uk | www.pcpayroll.co.uk |

020 8979 6453

