

Useful Contact Numbers:

NHS Direct:

0845 4647

Useful Websites:

www.ukresilience.info

www.dh.gov.uk/pandemicflu

UDC Contact Numbers:

To report that you cannot attend work for whatever reason:

➤ **01799 510307**

For further staff information regarding UDC operations:

➤ **01799 510443**

PCT TEL NO.



HUMAN PANDEMIC FLU: IMPORTANT STAFF INFORMATION

During a pandemic, if you are ill with the 'flu virus and you are unable to attend work, you must contact the following number to let us know:

01799 510307

Contents:

- Staff advice
- Your responsibilities
- Absence procedures

General Information:

Background on pandemic flu

Flu pandemics are not new; there were three during the last century. The World Health Organisation and other international experts have warned that another flu pandemic is both 'inevitable' and 'imminent', although they cannot predict exactly when it will occur.



Employees procedure:

What if I fall ill with human pandemic flu?

1. Contact the UDC Employee Sickness Reporting Line to report that you cannot attend work: **01799 510443**
2. For further staff information, call the UDC (employees only) Staff Support Line to listen to an updated pre-recorded message: **01799 510443**
3. Make sure your family and friends know where you are.
4. Avoid visiting the doctor. Instead, contact your local Primary Care Trust for advice and information on anti-virals and treatment.
5. Complete a 'Reason For Absence' notification form, in the first instance.

What if I have to stay at home to care for those who are sick:

1. Again, contact the Employee Sickness Reporting Line: 01799 510307.
2. UDC will endeavour to set up IT Home-working for those with computers and internet access. Please contact the IT department for further information.
3. Complete a 'Reason For Absence' notification form.

Reason for Absence:

- 1 Sick
- 2 Other(Please see below)

During a pandemic, UDC will discard the standard sickness policy. For avoidance of doubt, staff will be notified officially when this happens, via telephone answer-phone message on 01799 510438 for those already off work, and by email, and verbal corporate announcements to employees at work.

You don't need to visit your doctor to obtain a sick note; instead, complete this section below and return it to HR Services, London Road, Saffron Walden CB11 4ER, or complete the online version : **xxxxxxxxxxxx**

You should continue to telephone 01799 510307 every day. It is important that UDC is aware of the status of all its employees.

Please also phone 01799 510438 to hear the latest staff support information.

Reason for Absence Notification

Full Name.....

Job Title.....

1) I have flu and I cannot attend work

2) I don't have flu but I cannot attend work

Please explain

I hereby certify that I will not be able to attend work for the reasons as given above.

Signature.....

Date.....

On your return to work following your absence, we will either:

1) (If you were ill), Require you to complete the UDC Sickness Absence Forms in the usual way. Or

2) (If you personally were not ill), you may apply retrospectively for the most appropriate form of leave, in accordance with Council guidance.