



For employers who are members of a sick pay benefit scheme

Dear Client

The situation with regards to the Coronavirus pandemic is developing daily and as such we are constantly monitoring government advice to provide you with the most up to date information.

Please find below FAQs covering the subjects of:

- Lockdown
- Shielded population
- Furlough

Please note that you can now get an [Isolation Note online at NHS 111](#) if a member of staff is self-isolating we will require this to support the claim.

If you have any questions please email <mailto:mwelfare@welplan.co.uk> or speak to your usual contact.

The following Sick Pay FAQ's apply ONLY to Welplan Plus, Welplan, Clerical and Technical and TICA schemes.

	Situation	Welplan Action
1.	A member of staff tests positive for Coronavirus or has all the symptoms of the virus and is unwell	Sick Pay will be paid. Standard waiting days apply. First 7 days - use the Self-Certification section of the claim form. Post 7 days – Support the claim with an Isolation Note from NHS 11 online
2.	A member of staff has been advised to self-isolate Or are caring for someone in the same household (children or elderly relatives) who display Coronavirus symptoms and has been told to self-isolate	Sick Pay will be paid. Standard waiting days apply. First 7 days - use the Self-Certification section of the claim form. Post 7 days – Support the claim with an Isolation Note from NHS 11 online
3.	A member of staff chooses to self-isolate without being required to do so.	Sick Pay will not be paid.
4.	A member of staff has to remain at home to care for children due to school closure	Sick Pay will not be paid.
5.	If a site is closed because an individual on that site has Coronavirus, are staff eligible for Welplan sick pay	This depends on the circumstances. If your workforce has had no contact with the individual concerned and is not required to self-isolate then NO they would not be eligible for sick pay.
6.	If a site is closed for precautionary reasons (but there are no people with Coronavirus) OR it is closed due work stoppage are staff eligible for Welplan sick pay.	No. In these circumstances, sick pay is not paid. The employer will manage such situations in line with the employment contract. Government schemes may be available to support employers in these circumstances
7.	I have a member of staff who's partner/wife/husband etc has received a notification that they are in the population to be SHIELDED. The staff member wants to stay at home to minimise the risk are they eligible for Welplan sick pay?	No. They would not be eligible for Welplan Sick Pay. The employer will manage such situations in line with the employment contract Government schemes may be available to support employers in these circumstances. For further information please see our sick pay form .
8.	I have a member of staff who has received a notice from the NHS that they are in the extremely vulnerable population and need to be SHIELDED are they eligible for Welplan Sick Pay?	Yes please ensure that you complete the normal claim form (which can be found on our website) and provide a copy of the NHS notification as evidence.
9.	If we have FURLOUGHED staff as per Government instructions are they eligible for sick pay?	No. They would not be eligible for Welplan Sick Pay.
10.	If we have FURLOUGHED staff and they become ill are they eligible for Welplan Sick Pay?	No, as the furloughed staff is not being provided with work by the employer and is, in effect, laid off, there is no work from which to be sick from. Details are still emerging about the Job Retention Scheme and furloughed staff, so if the position changes, our guidance will be updated accordingly.