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| Guidance: Personal Management Plan measures for protecting vulnerable workers during the COVID-19 pandemic. |
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| **March 2022** Version 1 |

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| **Document Revisions** |
| V1 | Document consulted with HMPPS trade unions, HR,OH and UKHSA. For publication by 25 March 2022 |

Introduction

The shielding programme in England and Wales ended in July 2021. People who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific national guidance. Instead, those who were previously considered CEV in the community are now being advised to [follow the same guidance as the general public](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do) on staying safe and preventing the spread of COVID-19, including the importance of vaccination. Individuals are also being advised that they should consider advice from their health professional on whether additional precautions are right for them. Employers are encouraged to [talk to any workers previously defined as clinically extremely vulnerable](https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/supporting-vulnerable-workers.htm) to explain the measures being taken to ensure they are working safely.

There remains a smaller number of people who, in spite of vaccination, are at higher risk of serious illness from COVID-19. This is due to a weakened immune system (immunosuppressed) or specific other medical conditions and requires enhanced protections such as those offered by antibody and antiviral treatments, additional vaccinations and potentially other non-clinical interventions. UK government [public health guidance](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk) advises people who are at higher risk of serious illness due to COVID-19 to work from home if this feels right for them. If they cannot work from home, they are advised to [talk to their employer](https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/supporting-vulnerable-workers.htm) about any temporary arrangements that could be made to reduce the risks

Guidance on this is included within the below GOV.UK/GOV.Wales links:

**Managers and staff are to use these links as means of both information and direction as part of the PMP process and to help staff understand the current Government directions on living with COVID 19.**

[Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

[Shielding extremely vulnerable people | Sub-topic | GOV.WALES](https://gov.wales/shielding-extremely-vulnerable-people)

[Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)

Guidance is provided in England for persons whose immune system means they are at higher risk:

[COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)

The below guidance covers all workplaces within HMPPS (including Headquarters , Regional Offices, Probation Offices, Prisons, Training sites and Approved Premises) and advise how they can continue to support people who due to individual health concerns may have been advised to continue take additional precautionary measures against COVID-19. This guidance is for staff, separate guidance will be in place for prisoners and residents in approved premises.

Following the change in guidance in the community, there is no longer a formal requirement for managers to maintain specific areas or resources for those persons who were formerly classified as Clinically Extremely Vulnerable and were advised to shield. Instead, managers must now focus on working with any particular measures needed for people clinically advised to take specific additional measures needed. These measures will be documented in a Personal Management Plan (PMP).

Managers should work with their staff and use the below specification and information table to develop Personal Management Plans for those specific persons whom may require additional support measures.

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| Outcomes  | Description |
| Notification process of ending shielding in the community | DHSC have issued a letter to all persons previously identified as CEV which advises of the stand-down of shielding arrangements and the opportunity to consult with specialist clinicians and consider whether additional precautions are appropriate.   |
| Workplace COVID19 Risk Assessments | HMPPS will continue to provide all the necessary considerations of COVID19 within formal risk assessments. Guidance is already provided to specify whether such risk assessments are undertaken as a specific COVID19 workplace risk assessment, or as part of the HMPPS H&S risk assessment process. All risk assessment considerations will continue to include hygiene, ventilation and cleaning measures.Managers will continue to discuss with staff all risk management measures in place, including any changes in local controls. All protective measures will be explained to staff.Results and records of risk assessments will continue to be made available to staff and discussed at local H&S committee meetings. |
| Staff previously defined as clinically extremely vulnerable | Individuals should consider advice from their health professional on whether additional precautions are right for them. Employers are encouraged to [talk to any workers previously defined as clinically extremely vulnerable](https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/supporting-vulnerable-workers.htm) to explain the measures being taken to ensure they are working safely.Previous HMPPS guidance for clinically or clinically extremely vulnerable staff is now replaced with this guidance.Existing HR policies and processes remain for workplace adjustments not covered by the PMP criteria. |
| Personal Management Plans (PMP) criteria for use | People who are immunosuppressed, or have specific other medical conditions, may have a reduced ability to fight infections and other diseases, including COVID-19. Most people in this category will already be under the care of a hospital specialist.Severe immunosuppression includes people who had or may recently have had:* a condition that means you have a very high risk of getting infections
* a condition or treatment your specialist advises makes you eligible for a third primary dose of vaccine, eg a blood cancer (such as leukaemia or lymphoma)
* a weakened immune system due to a treatment (such as steroid medicine, biological therapy (sometimes called immunotherapy), chemotherapy or radiotherapy)
* an organ or bone marrow transplant

[COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)Staff must notify their manager at the earliest opportunity if they have been contacted by their clinician, believe they are within this category, or are awaiting further advice from their clinician. Clinical letters to people may be delayed, managers should accept notification from staff whom believe they will receive a letter.Once notified, managers will activate a personal management plan (PMP). This may be a temporary plan if awaiting further advise from a staff members clinician. |
| Activating a PMP – Managers and Staff member | A specialist clinician may write or provide specific advice to the person providing COVID19 considerations for the individual. The member of staff is requested to provide the manager this letter/advice to complete the PMP effectively where one is provided.A Manager will meet with the staff member, ideally within 2 working days of being notified. This may in some instances be part of an initial contact following diagnosis of a condition or part of a treatment plan for an existing condition. Contact may happen via phone contact whilst the staff member is at home.The manager will notify the staff member of the PMP arrangements and commence completing the document with the member of staff. Persons in this group may by their condition be too ill to work, in this case a PMP will not be required if a member of staff is not at work. Managers should however make plans for a PMP where members of staff return to work, and this should be done in advance of the return date.Staff may also currently have an active OH referral in place relating to the condition. The PMP process does not require a further referral in this instance. Managers may make referrals to OH (with employee consent) for any new cases or where guidance is needed pending a clinician’s letter. Staff may ask for their local staff or trade union representative to be part of the process at any point. Managers will ensure this is arranged at the staff member’s request.Managers may request any further guidance needed from the local HR support. |
| PMP – Reviews | PMPs will be reviewed every 28 days.PMPs do not override any normal or existing sickness processes.A review would also be triggered by significant change in circumstance. |
| PMP – Considerations for people at higher risk of serious illness due to COVID-19 | Current GOV.UK guidance outlines the following matters to persons in this group:* ensure you have had all the vaccines you are eligible to receive, including your booster
* continue to follow any condition-specific advice you may have been given by your specialist
* work from home if you can. If you cannot work from home, speak to your employer about what temporary arrangements they can make to reduce your risk
* wait until 14 days after another person’s most recent dose of a COVID-19 vaccine before being in close contact with them
* avoid enclosed crowded spaces
* practice social distancing if that feels right for you and your friends
* ventilate your home by opening windows and doors to let fresh air in
* ask friends and family to take a rapid lateral flow antigen test before visiting you
* ask home visitors to wear face coverings
* wash your hands regularly and avoid touching your face.
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| PMP – Workplace Considerations | Considerations may be provided to the member of staff by the clinician. This will form the basis of the PMP. Where considerations have not yet been provided the manager and staff member will agree interim arrangements. An OH referral should be made (with employee consent) to provide any advice needed pending a clinician’s letter. Any immediate controls agreed will provide caution pending a clinician’s letter or OH report. Below options in the workplace may be utilised to address elements were indicated by the clinical letter:* Working from home arrangements where possible
* Wearing a surgical mask whilst at work
* Working in departments, offices or areas where less people work
* Working in lower risk areas (for example not within residential areas within prisons or approved premises or undertaking outside hospital escorts or visits)
* Providing arrangements in work for the staff member to social distance from others (and where possible where screens or separation is in place)
* Working in areas where natural or mechanical ventilation is in place
* Working in areas where staff frequently undertake LFD testing
* Ensuring the member of staff has access to a ready supply of immediate hygiene products and that arrangements of products are in place in work
* Ensuring the member of staff has undertaken employer PPE/IPC training (where required, arrange a 1-2-1 briefing to be undertaken with the local H&S department)
* Ensuring the workplace where the staff member works is adequately cleaned
* Temporary working in lower risk areas arrangements

Local Health & Safety departments may be contacted to provide any further guidance needed. |
| Testing and Treatment for people whose immune system means they are at higher risk | NHS test & trace will send people with suppressed immune systems a PCR test to keep at home. LFD tests should also be retained.In the event any of the main symptoms of COVID-19, a PCR test should be taken as soon as possible. When registering a PCR test and reporting a lateral flow test result, it is important to enter the NHS number, contact details and postcode correctly so the NHS can make contact about treatment.If either test indicates COVID-19, the NHS will make contact about treatments that may be available and make any necessary arrangements.The NHS is offering [new monoclonal antibody and antiviral treatments](https://www.nhs.uk/conditions/coronavirus-covid-19/treatments-for-coronavirus/) to people with COVID-19 who are at highest risk of becoming seriously ill. |
| Pregnant Workers | Some [pregnant workers](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) may be at greater risk of severe illness from coronavirus. The HMPPS pregnant workers risk assessment will be undertaken and regularly reviewed in accordance with existing policies and must consider COVID 19 as a new specific hazard, taking into account latest Government advice below. In addition, a specific review must be undertaken at the 26 week period.[Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) |
| PMP Template Form |   |