

30 April 2020

## Shielding vulnerable members of staff

1. The practice manager will be responsible for compiling a list of all staff members who fall within the recommended list of persons who should shield, ref [www.gov.uk](http://www.gov.uk).
2. Each staff member will be informed that they will continue in employment but must do so from home.
3. Suitable support will be given to the staff member in terms of telecoms, IT infrastructure and training to enable them to work remotely.
4. The practice manager will ensure the staff member feels supported and not isolated as far as possible during this period.

To be reviewed 30 May 2020