

E-Mail Newsletter

April 17, 2020

3rd Edition

Welcome to the 3rd edition of our newsletter, below you'll find a further update from the team at Partner2Care and some helpful information links on Covid-19. The team at P2C is working hard to support you in this time of uncertainty with Covid-19 and we want you to know that we are doing everything we can to hear your concerns and respond to your needs as swiftly as possible.

We know that communication and information is key to you being able to stay safe and well and so we will be sending you a regular newsletter to let you know what we know, what we are doing and to send on any information we have which you may find useful.

We hope this will be helpful for you and we welcome your thoughts and feedback, we have dedicated 2 of our team to coordinate Covid-19 information to support you.

You can continue to contact us on our links at the bottom of the newsletter. Thank you for working with us to keep you safe and well.

Updated from the team:

Require PPE? Please contact us at Partner2Care before midday (12noon) on Mondays & Wednesdays and we will try and arrange for a delivery within 48hrs. Our contact details are:

Via email: sirona.partnertocare@nhs.net

Via telephone: 0800 111 4167

All of the information on this newsletter will be on our Partner2Care website and it will be updated on a regular basis with any current information we have on Coronavirus. Here is the link to our website:

<http://www.partner2care.co.uk/home/coronavirus-covid-19-information>

If you have any further questions please do not hesitate to contact us on either of the following:

Via email: sirona.partnertocare@nhs.net – this is our new team email address since moving over to Sirona Care & Health. Please can all future correspondence be sent to this address

Via telephone: 0800 111 4167

Post: Partner2Care, Marina Healthcare Centre, 2 Haven View, Portishead, BS20 7QA

Here are some helpful links:

<https://www.gov.uk/government/news/furlough-scheme-cut-off-date-extended-to-19-march>

<https://be-human.org.uk/coronaheroes/>

https://youtu.be/7Tii17_p48Y

<https://www.acas.org.uk/coronavirus>

Mental health and Wellbeing support

The AWP Mental health 24/7 telephone response line is 0300 3031320 – more information [here](#).

<https://www.samaritans.org/how-we-can-help/support-and-information/if-youre-having-difficult-time/if-youre-worried-about-your-mental-health-during-coronavirus-outbreak/>

<https://www.mind.org.uk/workplace/mental-health-at-work>

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/>

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/>

Payroll Updated

National Minimum Wage and National Living Wage increase:

On the 1st April 2020 the minimum wage increased by amounts ranging from 4.6% to 6.5%. The National Minimum Wage (NMW) is the minimum pay per hour that most employees are entitled to by law. An employee's age and if they are an apprentice will determine the rate they will receive. You must be at least school leaving age to get the National Minimum Wage and aged 25 to get the National Living Wage - the minimum wage will still apply for workers aged 24 and under.

CURRENT RATES

These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2020 (current rate)	£8.72	£8.20	£6.45	£4.55	£4.15
April 2019 to March 2020	£8.21	£7.70	£6.15	£4.35	£3.90

PA sickness process:

You can get **£95.85** per week Statutory Sick Pay (SSP) if you're too ill to work. It's paid by your employer for up to 28 weeks. If you cannot work while you are self-isolating because of coronavirus (COVID-19), you could get SSP for every day you're in isolation. You must self-isolate for at least 4 days to be eligible.

If your illness is not related to coronavirus (COVID-19), you must be eligible for SSP and have been off work sick for 4 or more days in a row (including non-working days) to get SSP.

You only have to give your employer a fit note (sometimes called a sick note) if you're off sick for more than 7 days in a row (including non-working days).

If you're self-isolating and cannot work because of coronavirus (COVID-19) you can get an '**isolation note**' [online from NHS 111](#) if you're off work for 7 or more days. You do not have to go to your GP or a hospital.

Timesheets:

Request they are emailed (scanned or photographed) to us at sirona.partnertocare@nhs.net rather than posted at this current time. A gentle reminder that timesheets must be accurate and submitted on time (by 22nd of every month) otherwise they won't be processed and could result in non-payment of wages.

What will PAs be paid if they need to self-isolate for more than 14 days due to being in a at risk group? Or if your employer has asked you not to come in due to self-isolation?

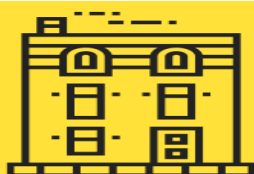
PAs may be eligible for the 80% funding from the government and would be placed on furlough (leave of absence). Furlough can only be used if you are off for longer than 3 weeks and should only be used as an alternative to redundancy.

If employers (PHB holders) wish to put a PA on to furlough please contact Partner2Care at sirona.partnertocare@nhs.net

Furloughed PAs do not need to submit timesheets unless they have worked hours in the same pay period, taken holiday or sick leave.

Holiday entitlement - using and carrying over holiday during the Coronavirus outbreak: [Latest advice for employers and employees](#)

HMRC Letters: Reminder if any letters or notifications are received from HMRC (change of tax code for example), please forward these to Partner2Care in order for us to process.



Stay home



**Protect
the NHS**



Save lives