

October 2020

Dear Employer

**Important Information following Increased Government Restrictions**

Due to the increase in COVID-19 cases in our region and the subsequent increased level of restrictions that have been put in place we wish to remind you of the following:

**Social Care Support:**

- is “essential work” therefore your PA(s) can continue to provide your support.
- You will need to take precautions (PPE) to maintain both you and your PA(s) safety.
- If required, we can provide you with a letter to give to your PA(s) confirming their status and that you are their employer. Please email [direct.payments@sefton.gov.uk](mailto:direct.payments@sefton.gov.uk) to request this.

**Paying your PA if you pause their support:**

If you have made the decision to temporarily stop the care from your Personal Assistant (e.g if you are shielding or self-isolating), you should use the funds from your Direct Payment account to continue to pay them at their normal rate of pay.

**What to do if your PA, or someone they live with, has symptoms of Coronavirus and is unable to work:**

If you employ a PA and they are concerned that they have COVID-19 they should follow NHS advice. If your PA is advised to self-isolate at home, they should not visit and care for you until it is safe to do so. They should notify you in the same way they would inform you of any other sickness absence. You will need to advise payroll by emailing [dppayroll@sefton.gov.uk](mailto:dppayroll@sefton.gov.uk) and if they are entitled to Statutory Sick Pay this will show on their wage slip.

**PPE (personal protective equipment):**

- you can use Direct Payment funding to purchase PPE. If you think you have insufficient funds available to purchase PPE please advise the team who will contact Adult Social Care on your behalf.
- Please reorder PPE in a timely manner to ensure you always have it available.
- If you run out of PPE we have an emergency supply that we can arrange for you to collect (by appointment only).

**Flu Vaccination:**

We would like to also highlight the importance of ensuring flu vaccination appointments are made, your PA can do this via their own GP.

**PA's anti-body testing service:**

There is an antibody testing service that PA's are eligible to use. This is available until 31 October. Further details can be found in the Direct Payments section of the Sefton Carers Centre Website. <https://www.sefton-carers.org.uk/index.php/direct-payments>

We understand that living through these unprecedented times has made caring and employing PA's lot more challenging, if you require support please do not hesitate to contact the team using the details below:

Direct Payment Advisors: [direct.payments@sefton.gov.uk](mailto:direct.payments@sefton.gov.uk)

Direct Payments Payroll: [dppayroll@sefton.gov.uk](mailto:dppayroll@sefton.gov.uk)

Alternatively, telephone 0151 288 6060 and ask to speak to a member of the Direct Payments team

Kind Regards

*Direct Payments Team*