

Advice and guidelines to staff and students

Supplement (1)

Shielding for staff at high risk (Section 5)

As indicated in Section 5 of the advice and guidelines, members of University staff may voluntarily request shielding due to their age of over 65 years, or because they suffer from health conditions that could worsen their prognosis substantially should they become infected with COVID-19.

It is important to note that 'shielding' does not always necessarily mean that a member of staff needs to stay at home. Additional mitigation/prevention measures could be taken at the workplace for the person requesting shielding to attend work in person.

Over 65 years of age

In the case of members of staff who are aged above 65 years, an email request must be submitted to the Office for Human Resources Management and Development on email address 'atRiskCOVID19.hrmd@um.edu.mt', explaining the extent that the 'at risk' status will affect their academic working obligations including: attendance on campus to allow participation on administrative or other collegial activities with academic or other staff; student contact involving individual or small groups, e.g. for supervision or tutorial duties. Written approval will be issued in accordance with the request and copied to the Dean and the Head of Department or Director.

Suffer from health conditions

In the case of members of staff who suffer from health conditions that would benefit from shielding, the following process can be followed.

Those members of staff who are in **possession of a letter of vulnerability** issued by the Health Authorities prior to June 2020, can present this as proof. Anyone who has lost the said letter, may contact 'covid19.vulnerable@gov.mt' for verification and re-issuing of the vulnerability letter. A copy of the letter of vulnerability should be attached to the email request, indicating the extent to which the working obligations and attendance on campus will be affected including attendance on campus to attend to administrative or other collegial activities with academic or other staff; student contact involving individual or small groups, e.g. for supervision or tutorial duties. Written approval will be issued in accordance with the request and copied, where appropriate, to the Dean and the Head of Department, or Director, or line manager.

In the case of members of staff who have **recently become vulnerable** or who never sought to be declared as vulnerable before June 2020, may download the 'Statement Confirming Benefit from Shielding from COVID-19 Infection' from the HRMD website (um.edu.mt/hrmd/secure/COVID-benefitform.pdf). This form is to be completed and signed by the caring consultant/specialist in the private or public sector. The form should be accompanied by documentary evidence in the form of a copy of schedule V card, relevant discharge letter (s), pregnancy blue form or other relevant information. Form is to be submitted by the employee and not the consultant/specialist.

An email of request together with the form plus attachments must be submitted by email to 'atRiskCOVID19.hrmd@um.edu.mt'. The request must indicate the extent to which the working obligations and attendance on campus will be affected. Written approval will be issued in accordance with the request and copied to the Dean, Head of Department or Director or other Line Manager where applicable.

8 October 2020