



Covid-19 Pandemic Employee FAQ

Q1 I am self-isolating due to symptoms of coronavirus, what do I get paid?

- You will be paid SSP for 7 days.
- You may submit a Self-cert for the 7 days, from 8th day the company will require medical evidence to continue to receive SSP or Company Sick Pay.
- From 8th day if no medical evidence provided, unpaid leave to be processed for offshore scheduled days (as per company normal procedure).

Q2 I am an Adhoc (zero hour) employee & scheduled to be offshore and I am self-isolating due to symptoms of coronavirus what do I get paid?

- You are paid SSP for 7 days in line with Government advice.
- You may submit a Self-cert for the 7 days, from 8th day the company will require medical evidence to continue to receive SSP or Company Sick Pay.
- From 8th day if no medical evidence provided, unpaid leave to be processed for offshore scheduled days (as per company normal procedure).

Q3 I am quarantined due to being in contact / living in the same household as someone with coronavirus symptoms, what do I get paid?

- You will be paid SSP for 14 days from the date you advised the Company you are self-isolating in line with Government advice.

Q4 I have decided I do not wish to mobilise i.e. requesting a trip or two as unpaid leave for dependent leave or do not wish to leave country of residence.

- This means unpaid leave will be processed for any scheduled offshore days.

Q5 I am offshore and confined due to symptoms.

- You will continue to be paid in line with your contract of employment.

Q6 I am offshore & cannot demobilise due to unit in lock down.

- You will continue to be paid in line with contract of employment.

Q7 I am onshore & cannot mobilise because I have been downmanned from my regular unit or I am Shielding in line with public health or my Company's occupational health advisor's guidance.

- The Company may furlough you in line with government guidance, the COTA agreement and Company policy. You may receive 80% of your salary up to a maximum of £2,500.

Note: if you are downmanned, you may be requested by your Company to work elsewhere in line with Clause 8 of the COTA agreement and must not unreasonably decline to do so. In an instance of refusal, the COTA Company may classify this as a period of unpaid leave.

Q8 I need to downman from the unit due to compassionate, bereavement reasons.

- a) Compassionate to look after someone who is in your household who has symptoms
 - 3 days full pay, then refer to question 3 above
- b) Compassionate to look after dependents
 - 3 days full pay, then refer to question 4 above
- c) Bereavement to support with bereavement arrangements
 - 4 days full pay, then refer to question 4 above
- d) Bereavement to support with bereavement arrangements and whilst doing this exposed to someone in your household with symptoms
 - 4 days full pay, then refer to question 3 above

Q9 I reside outside of the UK, what should I do?

- a) If you are required to be in the UK for a period of time prior to mobilising offshore to self-isolate and cannot meet these criteria, then this will be classified as unpaid leave.
- b) If you are stuck in the UK and cannot get home, the Company may assist in finding you a hotel/place to stay but the cost of this are to be borne by you.