

## **COVID-19 Employment/Self-Employment Support Scheme, Frequently Asked Questions – EMPLOYEES**

**This document is provided for information only and does not purport to set out the full terms and conditions of the Scheme. For these please refer to the “Guidance Notes and Application Form for Employers” or the “Guidance Notes and Application Form for Sole Traders, Partnerships, Casual Workers and other Self-Employed.**

### **What is the Employment/Self-Employment Support Scheme?**

The Coronavirus (otherwise known as Covid-19) (the **Virus**) has had, and continues to have, a major adverse impact on public health across the world. In line with many governments, the Falkland Islands Government (**FIG**) is taking various steps to prevent the Virus from taking hold in the Falkland Islands and to minimise its effects should it do so. These include requiring those with symptoms of the Virus to self-isolate for 28 days or more on a precautionary basis (or for three months or more where the person concerned is within one of the categories of vulnerable individuals), and those associated with people who have such symptoms to self-isolate for up to 14 days, or who are non-essential workers to remain at home for up to 28 days.

FIG recognises that adherence to this policy and the implementation of periods of self-isolation may adversely affect the employers of those affected, their continued employment, and the livelihoods of those who are self-employed. To alleviate these effects, FIG is making available support under the Employment/Self-Employment Support Scheme.

### **What can I expect?**

If you are an employee who meets the eligibility criteria, your employer is required to continue to pay your wages or salary, and to maintain your other employment benefits, for your period of self-isolation at a rate at least equivalent to the support they receive under the Employment/Self-Employment Support Scheme.

If you are capable (physically and by reason of the availability of suitable equipment and other resources) to work and discharge the substantial part of your duties at home, your employer shall not be entitled to make a claim under the Scheme. If you are capable to work at home on a reduced-hours basis only, your employer may be entitled to claim in part, at the Scheme Administrator’s discretion.

### **How do I know if I am eligible?**

To be eligible as an employee, you must have been employed by your eligible employer for not less than thirty days and a minimum of seven hours per week prior to the commencement of any relevant period of self-isolation. If you are on a zero-hours contract or casual contract (as determined by the Scheme Administrator) you will be treated as self-employed. You must also have the right to live and work in the Falkland Islands, and be resident in the Falkland Islands throughout your period of self-isolation.

For your employer to be eligible for reimbursement under this scheme, you must meet one of the following criteria AND be unable to substantially fulfil your job from home:

- You are required by KEMH to self-isolate for 14 days or more because you have symptoms associated with the Virus.
- You are required by KEMH to self-isolate for up to 14 days, because a member of your household has symptoms associated with the Virus and has been required to self-isolate.
- You are required by FIG to stay at home on account of the Virus as a non-essential worker for up to 28 days.
- You are vulnerable (i.e. 70 years of age or more, or have a specified pre-existing medical condition) and are required by KEMH to self-isolate for three months or more.
- You are a Sole Carer (i.e. a person who has sole or principal responsibility for the care of a child under the age of 16 years and who does not receive regular support in discharging this responsibility from their spouse, other family members or other parties, or who shares responsibility for the care of such a child with one or more persons, each of whom is incapacitated or otherwise unable to provide support during the period of that child's self-isolation) of one or more children required by KEMH to self-isolate for 14 days or more.

To see if you might be eligible, please see the relevant attached flowchart for more information.

### **What support am I entitled to?**

In order to be eligible under the Scheme, your Employer shall undertake to continue to pay your wages or salaries, and to maintain any other employment benefits, at a rate at least equal to the amount of support they receive under the Scheme.

Support varies depending on which eligible criteria you meet. Support to your employer is capped at either a maximum of £1,250 for a 14-day period of isolation, or a maximum of £2,500 per month of isolation.

### **Who applies under the Employment/Self-Employed Support Scheme and How?**

Your Employer must submit a single completed "Application Form for Employers". Alongside this, they must submit a "Employee's Declaration" completed and signed by you, along with a copy of your employment contract or terms of employment.

### **How long will an application take to process?**

The Scheme Administrator will prioritize the claims of the self-employed and smaller businesses. In all cases the system administrator will try to turn around complete eligible applications in seven to ten days.

The Scheme Administrator will endeavour to decide an application and communicate that decision as soon as reasonably practicable (and in any event within twenty-one days) after receipt of an application.

### **Where can I get the application forms?**

It will be your Employer who will make a claim in respect of you as their employee, rather than you personally. However, to make a claim, they will need an Employee Declaration from you in order to support that claim. The “Employee’s Declaration” is an annex to the “COVID – 19: EMPLOYMENT/SELF-EMPLOYMENT SUPPORT SCHEME Guidance Notes and Application Form for Employers”. You should request this form from your Employer.

Casual employees and those on zero-hours contracts should complete their own claim. See “COVID – 19: EMPLOYMENT/SELF-EMPLOYMENT SUPPORT SCHEME Guidance Notes and Application Form for Sole Traders, Partnerships, Casual Workers and other Self-Employed”.

All these documents are also available from:

FIG website: <https://www.fig.gov.fk/covid-19>

The FIDC website: <http://www.fidc.co.fk/library/covid-19>

Hardcopies are available from the Post Office.

If you need assistance filling out the forms please contact Sian Davies, Business Development Officer, FIDC Tel: 51211

### **What is the application process?**

Completed application forms and required additional documentation should be submitted to the Scheme Administrator by your employer to [treasury.support@sec.gov.fk](mailto:treasury.support@sec.gov.fk) or by post to:

The Treasury, Secretariat, Thatcher Drive, Stanley.

Please call 28400 for enquires as to the status of a claim.

Applications may be submitted at any time until notice is given that no further funds are available under the Scheme.

Applications will be assessed by the Scheme Administrator who may request and receive further information or clarification from an applicant as they think fit.

**Essential workers are those employed in Critical/Key services which include:**

Health and social care - including:

- Doctors, nurses, midwives, paramedics, social workers, care workers and any other frontline health and social care staff who need to remain at work
- Support and specialist staff required to maintain the sector

Key public services - including:

- Those essential to the running of the justice system
- Those responsible for the management of the deceased
- Media and broadcasters who are providing public service broadcasting and the Government Communications team

Government - administrative occupations essential to delivering:

- The response to coronavirus
- Key regulatory services
- Essential public services, including the payment of benefits, and key treasury functions

Food and other necessary goods - including:

- Those involved in food production, processing, distribution, sale and delivery

Public safety and national security - including:

- Police and required support staff
- Fire and rescue service employees
- Those maintaining border security
- Prison and probation staff

Transport - including:

- Those who'll keep FIGAS and ferry passenger and freight and passenger transport supporting the response
- Shipping links including SAAS
- Port operators

Utilities, communication and financial services - including:

- Staff needed for:
- Essential financial services provision
- Electricity and water sectors, including sewerage
- Fuel supply
- Information technology and data infrastructure sector

Key staff working in the following sectors:

- Telecommunications
- Emergency repair workers
- Accommodation providers
- Postal services

- Agricultural workers

Note. If you are unclear about where your function or activities sit please contact the Secretariat on 28450