

Circular CC 01/25 – Respiratory Infections including Coronavirus (Covid – 19) Guidance for Lecturing and Support Staff

Circular CC 01/25 supersedes Circular 01/20 – COVID-19 – Guidance on Paid Leave for Lecturing and Support Staff.

This Circular is issued under the provisions of the National Joint Negotiating Committee (NJNC) – Central Committee and is binding on the college signatories of the National Recognition and Procedures Agreement (NRPA). Non-NRPA colleges are encouraged to shadow the Circular.

This Circular provides guidance on reducing the risk and transmission of respiratory infections, including COVID-19, for lecturing and support staff, including those on temporary/fixed term contracts or hourly paid contracts.

The requirements that were in law for COVID-19 have been removed, and no reliable testing is generally available.

Although COVID-19 is no longer classed as a pandemic, it still presents a risk to health and it and other respiratory infections and ailments are in constant circulation and unless appropriate responsible attitudes and actions are taken by employees and employers towards these, they can have a severe impact at an individual and organisational level.

Employees who contract a respiratory infection should seek medical attention, if they believe that is necessary, and carefully consider the need to attend work until they feel better and are less likely to spread infection.

College employers are encouraged to promote a 'stay at home, till better' approach, and if appropriate to explore ways that the individual, if fit enough, could work from home, if the role allows, in the meantime.

In addition, college employers will continue to risk assess their premises and take sensible precautions and actions to reduce the risk of transmission of respiratory infections including COVID-19.

Absence

Until the adoption of a National Absence Management Policy, local policies will apply, though colleges should be aware that diagnosed Long-Covid is a potential disability and may require reasonable adjustments. Please find a link to ACAS – [Long Covid Guidance](#).

Employees should follow local arrangements for reporting absence due to Covid symptoms.

Scottish Government Guidance

College employers shall follow the [advice and guidance](#) available from the Scottish Government which includes information on Risk Assessment, Ventilation, Hybrid Working and Fair Work:

If any clarification is sought on the implementation of Circular 01/25 then this should be directed to the Joint Secretaries simultaneously, copying in College Employers Scotland – ces@collegeemployersscotland.ac.uk for secretarial purposes.

A joint response will be provided to all points of clarification.

NJNC Joint Secretaries

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20 March 2025