

COVID19 - Do I need to record an Absence?

How am I?



Where am I?



What do I need to do?



Contact FirstCare?

FirstCare

I have symptoms	+	Due at work	=	You are classed as sick (10 days) and should not work from home* (PCR Test required)	=	Yes (sickness absence)
	+	Already working from home	=	If you are already working from home and develop symptoms you are now classed as sick (10 days) and should not work from home* (PCR Test required)	=	Yes (sickness absence)
No symptoms, but someone in my household does or I have been contacted by the NHS Test & Trace service	+	Due at work	=	If you are able to start working from home please do so; not applicable to clinical staff in Essential Services	=	No
	+	Due at work	=	If your job means that you are unable to work at home e.g. clinical staff in Essential Services, you need to self-isolate at home (10 days) **	=	Yes (special leave)
	+	Already working from home	=	If you are already working from home, please continue to do so	=	No
No symptoms, but a dependant or household contact has been contacted by the NHS Test & Trace service / school / activity club / nursery or similar	+	Due at work	=	If you are able to start working from home please do so; not applicable to clinical staff in Essential Services. Speak to line manager about any adjustments.	=	No
	+	Due at work	=	If your job means that you are unable to work at home, e.g. clinical staff in Essential Services, take emergency leave. Discuss with your line manager re: type of leave in line with policy.	=	Yes (special leave)
	+	Already working from home	=	Continue working from home. Speak to line manager about any adjustments.	=	No
I have tested positive on a lateral flow test	+	Due at Work	=	If you are not able to start working from home you are classed as having a sickness absence. Remain at home and arrange a PCR Test.	=	Yes (sickness absence)
	+	Due at Work	=	If you are able to start working from home please do so; not applicable to clinical staff in Essential Services. Remain at home and arrange a PCR Test.	=	No
	+	Already working from home	=	Remain at home and arrange a PCR Test. Continue to work from home unless you develop symptoms.	=	No
I'm classed as vulnerable	+	Already working from home	=	Continue to work from home unless you develop symptoms. If you develop symptoms you are classed as sick.	=	No
	+	At home but unable to work from home	=	You are classed as self isolating and should have already logged an absence (12 weeks)	=	Yes (special leave)

*If you feel fit to work from home during this 10-day period then you should do so. Whilst this will show as an absence on the system, it will not count as a loss of sickness entitlement (SBS Payroll are increasing employee sickness entitlements manually). It will count towards the Trust sickness percentage due to Covid.

** Isolation waivers can be put in place for NHS Staff under specific circumstances. If you have been contacted by NHS Test and Trace and are required in work please contact your line manager.

Please Inform your ward/line manager if you are impacted by COVID in any way, in line with the Health Absence Policy and local procedures. This is to ensure that all services are aware of who is where and what their service capacity is at any one time.

Staff are requested to self report any covid-related absences via: [DHcFT staff covid absence reporting](#)
This can be done from any device. You will need your NHS.net email address to identify yourself as a staff member

Managers can also report a staff member's covid-related absence via: [Staff Covid Absence Report](#)

The Health Protection Unit (HPU) is our new internal track and trace service. They are contactable via dhcft.hpu@nhs.net

To log a new absence, update an absence or to close an absence call [FirstCare](#) on **0333 3218052**