

Managers' reporting tool for colleagues who are reporting a COVID-19-related issue impacting on ability to attend work (even if able to work from home).

Please follow this straightforward guide for managers to report a difficulty on behalf of a colleague not attending work for any COVID-related reasons such as:

- i. **Positive** lateral flow test
 - ii. Experiencing **COVID-19 symptoms**
 - iii. **Self-isolating** due to actual or potential COVID-19 exposure
 - iv. Needing **advice** following possible contact.
1. Please complete the manager's report using this link [Manager's Covid-related issue report](#)
 2. Colleagues may need to contact FirstCare, depending on the reason and their ability to continue working whilst in self-isolation, referring to the [FirstCare flowchart](#).
 3. Please remind the colleague to book a **PCR test** through the gov.uk website – at <https://www.gov.uk/get-coronavirus-test>

Top tip: Make a COVID-19 folder in your favourites web bar for easy access to the above links by clicking the star.

Important information to be given to your colleagues during the contact:

When contacted directly via National Test and Trace you must self-isolate for 10 days. If you are unsure of the advice being given the Health Protection Unit (HPU) will advise.

Following a positive PCR test your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next **10 full days**.

There is a lot of published guidance; we are there to help you clarify any issues or questions.

If you are unsure about any issue related to COVID-19 symptoms or testing, please contact our **Health Protection Unit**. Email dhcft.hpu@nhs.net or call **01332 389150**.

Thank you for all your help throughout the COVID-19 pandemic. The HPU team.

The screenshot shows the 'ifocus' reporting tool for Covid-19 Absence. The form includes the following fields and options:

- Select staff**: A dropdown menu.
- Team/Ward**: A dropdown menu.
- Date started absence from work**: A date field with the value 09/07/2021.
- Reason**: A dropdown menu with the text 'Please select reason...'. Below it are radio buttons for **Working from home** (Yes/No).
- Has the staff member been at work (DHcFT or other employment) in the past 7 days?**: A question with radio buttons for Yes/No.
- Was the staff member working in an alternative location to their normal base?**: A question with a text input field.
- Please use the box below if you wish to add extra information or relevant points**: A large text area.
- Date of test**: A date field.
- Outcome of test**: A dropdown menu with the text 'Please select'.
- Date of expected return**: A date field.
- Save**: A blue button.