If your member of staff is deployed on Healthroster then please follow the instructions for Healthroster below.

If you are medical staff please see below.

All other please follow the instructions for ESR below.

# COVID 19

# Self-quarantined

#### **ESR**

- Record as **Special Increasing Balance**
- Reason > Infection Precaution
- Scroll down to Related Reason > Coronavirus (COVID-19)

#### Healthroster

- •Group > Other Leave
- •Reason > Infection Precaution

#### Medical Staff

 Report via the usual route > Start/End Absence form via intranet

End the absence period in the normal manner

# Sickness Absence

#### **ESR**

- •Level 1 Reason > S27 Infectious Disease
- •Level 2 Reason > S27998 Other Infectious Diseases
- Scroll down to Related Reason > Coronavirus (COVID-19)

### Healthroster

- •Group > Sickness
- Reason > Chest and Respiratory Reasons
- Secondary Sickness Reason -Coronavirus (Covid-19)

### **Medical Staff**

 Report via the usual route >Start/End Absence form via intranet

Please remember to end the sickness absence period in the normal manner and for sickness absence to enter the RTW [Return To Work Discussion Date]