

## **COVID 19 SICKNESS ABSENCE REPORTING**

It is important that the University is able to monitor and report on all absences relating to Covid - 19 and therefore all absence must be recorded on HR Connect. We have created a new sickness absence reason (Covid -19 Positive) to enable the normal recording of this type of sickness absence. On our Health & Safety pages we will be reporting weekly on any staff who have tested positive for Covid -19.

### **Add a sickness absence**

If an employee is unable to work due to Covid - 19 sickness, you should record the sickness absence in the normal way with the appropriate absence reason of Covid-19 selected.

### **Other absence details**

If they are self-isolating due to Covid -19 as advised and continuing to work at home this should be recorded under other absence – coronavirus.

Please note if an employee reports testing positive for Covid -19 this must be recorded on HR Connect. If the employee has no or mild symptoms but has received a positive test they will still have to self-isolate in line with government guidance and if they feel fit to work and their role permits they can continue to work from home. There is no requirement on the employee to work if they are unwell. Should they become unwell during this period then their record should be amended to sickness and reason. As the employees situation changes you may need to change the reason and category of absence e.g. move from sickness absence (Covid 19 Tested Positive) to (Self-isolating Working from Home). The table below outlines the different situations and recording options available.

If you are unsure about any aspect of recording an employee absence, which category to use or have any questions, please get in touch with the HR Services Team by email: [HumanResources@napier.ac.uk](mailto:HumanResources@napier.ac.uk) or call us on Tel 0131 455 3477 and we will be happy to help and advise on the specific situation. We understand these are unprecedented times and each employee workplace situation may be slightly different.

Situation		Guidance	Type of Absence	Reason Recorded on HR Connect
<b>Required to Self-Isolate</b>	Self-Isolating	<p>If an employee is informed by the NHS Test and Protect service that they should isolate, they should do this straight away. If an employee lives with someone, or is in a support bubble with someone, who has developed Covid - 19 symptoms, they should isolate in accordance with current NHS advice. Based on the employee circumstances, i.e. employee expected to be wholly or partially work on campus for the isolation period, able to fully fulfil their role working from home or unable to fulfil their role working from home, you should record the relevant reason on HR Connect.</p> <p><b>If the employee was expected to wholly or partially work on campus during their isolation period, they should obtain a <u>self-isolation note</u> from NHS Inform and send a copy to HR.</b></p> <p><b>Working during self-isolation:</b> The employee may feel well, as the virus could be incubating when they are asked to isolate. Some people who are asked to isolate may never develop any symptoms, but they must remain at home until</p>	Other Absence - Coronavirus	Self-Isolate (Working from Home)
			Sickness Absence	COVID-19 - Self isolate (unable to WFH)

		their period of isolation is complete. If they feel well enough and able to do so, they can work however there should be no automatic expectation that they should be working if they are suffering from symptoms.		
<b>Covid 19 - Displaying Symptoms</b>	Awaiting Test Results /Self Isolating	Whilst awaiting the results of their Covid- 19 test and based on the circumstances, i.e. whether the employee was not wholly or partially required on campus, is able to fulfil their role working from home or unable to fully fulfil their role working from home, you should record their absence on HR Connect to reflect the situation.	Other Absence - Coronavirus	Coronavirus - Self-Isolate (Working from Home)
			Sickness Absence	COVID-19 - Self isolate (unable to WFH)
<b>Covid 19 - Positive</b>	Self-Isolating	Employee confirms test is positive you <u>must update their absence reason</u> to sickness to record they have <u>tested positive</u> .  The type of absence and reason may change during the isolation period, depending upon their symptoms and whether or not they can carry out their role from home.  You should forward a copy of the employee test results to HR and contact Health & Safety to report this.	Sickness Absence	COVID 19 - Tested positive
			Other Absence - Coronavirus	Self-Isolate (Working from Home)
			Sickness Absence	COVID-19 - Self Isolate (unable to WFH)
<b>Covid 19 - Negative</b>	Self-Isolating	Employee confirms test is negative, you should update their HR Connect. If the employee is unwell with an unrelated absence this should be recorded as sickness absence. The employee should forward a copy of the test results to HR.  Note: The employee should refer to guidance on <u>NHS inform</u> <b>Returning to work after a negative result</b> and use this to assess their return to work date.	Other Absence - Coronavirus	Self-Isolate (Working from Home)
			Sickness Absence	COVID-19 - Self Isolate (unable to WFH)

Note: In line with the advice that people with symptoms should avoid going to their GP, the University has waived the requirement for the employee to obtain a fit note for a Covid 19 absence