

## Managing Covid-19-related absence

### Key points for Managers

#### Supporting staff who have informed you that they are displaying Covid-19 symptoms

If a staff member becomes unwell with Covid-19 symptoms at work, they should go home to self-isolate straight away. They should wear a face covering on route and avoid public transport, if possible.

If the staff member contacts you from home, you should discuss the symptoms that they are displaying. The main Covid-19 symptoms are:

- ☑ A fever, particularly high temperature (i.e. a temperature of 37.8 degrees or over)
- ☑ A new continuous cough (coughing for longer than an hour, or three or more episodes in 24 hours)
- ☑ Loss of/change in sense of taste and smell

If they are displaying any of these symptoms, they must not come onto campus and should self-isolate in accordance with current [NHS](#) advice.

You should email the **Health and Safety Department** ([health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk)) to inform them of the suspected case as a precaution.

#### Test and Protect

You should ensure that the staff member is aware that they should contact the [Test and Protect](#) service to arrange to have a test to see if they have Covid-19. They should get tested in the first 3 days of symptoms appearing although testing is effective until day 5.

If they are unwell, but not displaying Covid-19 symptoms, they should **not** arrange to get a Covid-19 test. This is to manage demand and to help make sure people who need a test can get one. The test is only reliable if a person is displaying Covid-19 symptoms.

You should ask them to contact you when they receive the results of the test. They will be required to forward a copy of the test results to the HR team at [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk)

If the test is positive, you should also email the **Health & Safety Department** ([health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk)) to notify them of this.

If the staff member tests positive, the Lothian Health Protection Team will also contact the University directly.

You should keep in touch with them during their period of self-isolation and ask if they have arrangements in place, or need any help picking up food, medicine or other essentials.

## Isolation Note

If the staff member was expected to wholly or partially work on campus during their isolation period, they should request an isolation note from [NHS Inform](#) and send a copy to the HR Team at [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk).

## Recording their absence

Whilst they are awaiting the results of their COVID-19 test and depending upon whether the member of staff is well enough to work from home and able to fulfil their role at home, you should record their absence on HR Connect as either:

- Other - Coronavirus – Self-Isolate (Working from Home) **OR**,
- Sickness – COVID-19 - Self isolate (unable to WFH)

When they inform you of the results, if the test is positive you should amend the absence reason to:

- Sickness – COVID-19 – Tested positive

The type of absence and reason may change during the isolation period, depending upon their symptoms and whether or not their role permits them to work from home. If the member of staff is well enough to work from home and able to fulfil their role at home, or gets better during the period of self-isolation and can work from home, their absence can be amended to the following category until the end of the isolation period:

- Other – Coronavirus – Self-Isolate (Working from Home)

If the test result is negative, you should update their HR Connect record. If the employee is unwell with an unrelated COVID-19 absence, this should be recorded in the normal way as sickness absence.

## Returning to campus

If the staff member tested negative, they can return to work/campus when they feel well enough to do so and have not had a fever for 48 hours. Everyone in their household with symptoms must have also received a negative test too.

If the staff member tested negative but have been told that they are a close contact by the Test and Protect Service, or if someone in their household has a positive test, or has symptoms and has not been tested yet, they should continue to self-isolate and follow the [NHS advice](#)

If the staff member tested positive, they should continue to self-isolate and follow the advice they will be given based on their results. They should not come onto campus before their period of isolation is complete, in any circumstances.

## Supporting a staff member who has informed you that they have to self-isolate

A staff member may need to self-isolate because they live with someone who has COVID-19 symptoms, are in a support bubble with someone who has symptoms or have been contacted by the NHS Test and Protect service and told to self-isolate.

In any of these situations, they must not come onto campus and should self-isolate in accordance with current [NHS](#) advice or the advice that they have been given by the NHS Test and Protect service and obtain an Isolation Note.

You should advise them that if they develop COVID-19 symptoms during the self-isolation period, they should contact you to inform you of this and you should follow the advice above.

### Isolation Note

If the staff member was expected to wholly or partially work on campus during their isolation period, they should request an isolation note from [NHS Inform](#) and send a copy to the HR Team at [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk).

### Recording their absence

Depending upon whether the member of staff is well enough to work and able to fulfil their role at home you should record their absence on HR Connect as either:

- Other - COVID - Self isolate (able to WFH) **OR**,
- Sickness - COVID - Self isolate (unable to WFH)

### Working during self-isolation

The staff member 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 their period of isolation is complete. If they feel well enough to and are able to carry out their role from home then they should do this. There is no requirement on the employee to work if they are unwell.

### Returning to campus

The staff member should not come onto campus until their period of isolation is complete, in any circumstances.

### Available support

- ✔ University COVID Health Helpdesk - [covidhealthhelpdesk@napier.ac.uk](mailto:covidhealthhelpdesk@napier.ac.uk)
- ✔ HR team – [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk)
- ✔ Health & Safety team – [health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk)
- ✔ [Mental Health and Wellbeing](#) intranet page
- ✔ [NHS](#)