

How to Record COVID-19 Related Absences on HealthRoster

As a manager or absence administrator you must establish the reason/symptoms for sickness absence – do not record as unknown.

- If the staff member is self-isolating with mild symptoms this should be recorded on ESR as special leave.
- If the staff member is too unwell to work and has symptoms, which may include but are not limited to, a high temperature / new persistent hacking cough / shortness of breath / loss of or change to sense of smell and taste / severe muscle aches and pains, the absence must be recorded as sick leave.

In addition to recording on HealthRoster, all self-isolation or COVID-19 related absence should also be reported to the HRAdvisoryTeam@leicspart.nhs.uk inbox in the following format:

Directorate	Team	Base	Name	Role	Band	Date from	Date to	Reason for containment	Date of return from travel	Symptomatic Yes/No	Working From Home/ Special Leave	COVID-19 Confirmed Yes/No	Comments/ Notes	Completed by (Name/role)

How to Record Self-Isolation

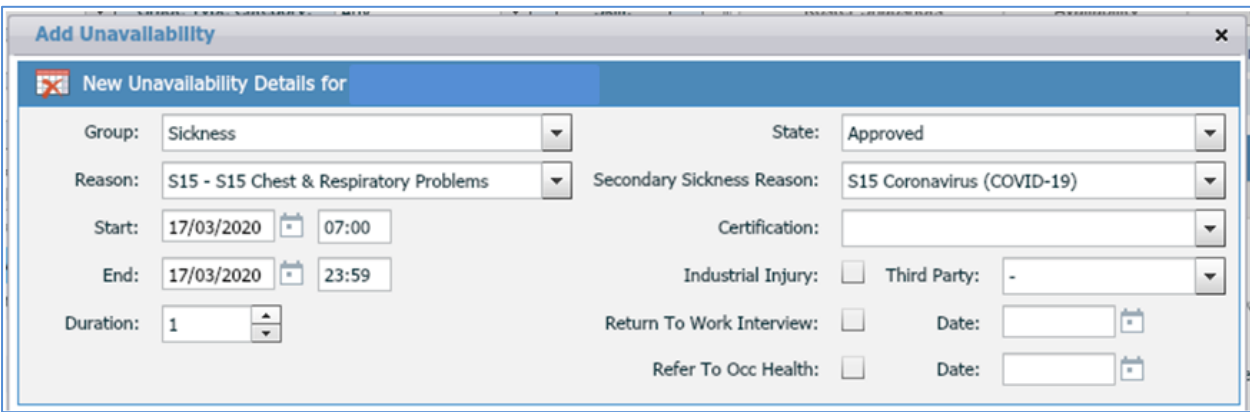
1	<p>Log into HealthRoster</p> <ul style="list-style-type: none"> • Navigate to View Rosters • Find the member of staff reporting a COVID-19 related absence 						
2	<p>Right click on the first day of absence and select Add Unavailability.</p>						
3	<p>Complete the form as follows;</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Group</td> <td>Other Leave</td> </tr> <tr> <td>Reason</td> <td>IP COVID19 - Infection Precaution</td> </tr> <tr> <td>End date</td> <td> <ul style="list-style-type: none"> • If the staff member lives alone, the duration is expected to be for 10 days • If the staff member lives with others, the duration is expected to be for 14 days </td> </tr> </table> <p>Click on the Save button.</p>	Group	Other Leave	Reason	IP COVID19 - Infection Precaution	End date	<ul style="list-style-type: none"> • If the staff member lives alone, the duration is expected to be for 10 days • If the staff member lives with others, the duration is expected to be for 14 days
Group	Other Leave						
Reason	IP COVID19 - Infection Precaution						
End date	<ul style="list-style-type: none"> • If the staff member lives alone, the duration is expected to be for 10 days • If the staff member lives with others, the duration is expected to be for 14 days 						
4	<p>To prevent multiple episodes being recorded, where an unavailability spans over consecutive days the same episode should be extended;</p> <p>Right click on the Unavailability</p> <ul style="list-style-type: none"> • Select Edit Unavailability • Amend the End date as required <p>Click on the Save button.</p>						

How to Record Working from Home

If a member of staff has been advised to self-isolate but has the ability to work from home then the record needs to be as follows;

1	<p>Log into HealthRoster</p> <ul style="list-style-type: none"> • Navigate to View Rosters • Find the member of staff reporting a COVID-19 related absence 				
2	<p>Right click on the first day of absence and select Add Unavailability.</p>				
3	<p>Complete the form as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Group</td> <td style="padding: 2px;">Working Day</td> </tr> <tr> <td style="padding: 2px;">Reason</td> <td style="padding: 2px;">WH COVID19 - Working from Home (COVID-19)</td> </tr> </table> <p>Click on the Save button.</p>	Group	Working Day	Reason	WH COVID19 - Working from Home (COVID-19)
Group	Working Day				
Reason	WH COVID19 - Working from Home (COVID-19)				
4	<p>To prevent multiple episodes being recorded, where an unavailability spans over consecutive days the same episode should be extended;</p> <p>Right click on the Unavailability</p> <ul style="list-style-type: none"> • Select Edit Unavailability • Amend the End date as required <p>Click on the Save button.</p>				

How to Record Sickness Absence

1	<p>Log into HealthRoster</p> <ul style="list-style-type: none"> • Navigate to View Rosters • Find the member of staff reporting a COVID-19 related absence 						
2	<p>Right click on the first day of absence and left click Add Unavailability.</p>						
3	<p>Complete the form as follows;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Group</td> <td>Sickness</td> </tr> <tr> <td>Reason</td> <td>S15 - S15 Chest & Respiratory Problems</td> </tr> <tr> <td>Secondary Sickness Reason</td> <td>S15 Coronavirus (COVID-19)</td> </tr> </table>  <p>Click on the Save button.</p>	Group	Sickness	Reason	S15 - S15 Chest & Respiratory Problems	Secondary Sickness Reason	S15 Coronavirus (COVID-19)
Group	Sickness						
Reason	S15 - S15 Chest & Respiratory Problems						
Secondary Sickness Reason	S15 Coronavirus (COVID-19)						
4	<p>To prevent multiple episodes of sickness being recorded, where a sickness spans over consecutive days the same episode should be extended;</p> <p>Right click on the Unavailability</p> <ul style="list-style-type: none"> • Select Edit Unavailability • Amend the End date as required <p>Click on the Save button.</p>						