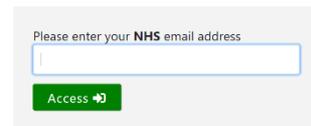## Self-reporting tool for reporting a COVID-19 related issue impacting on ability to attend work (even if able to work from home).

Please follow this self-reporting guide for COVID-19 related issues. This allows you to report a difficulty attending work for any COVID related reasons such as:
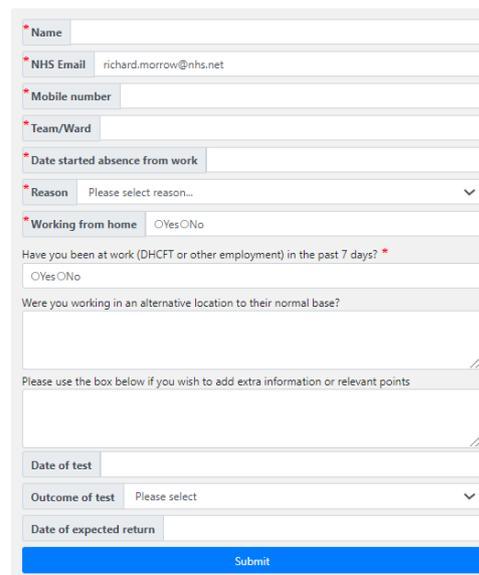
 i. **Positive** lateral flow test
 ii. Experiencing **COVID-19 symptoms**
 iii. **Self-isolating** due to actual or potential COVID-19 exposure
 iv. Need **advice** following possible contact.

1. Please keep the following message [COVID related issue self report tool](#) in your favourites folder on your phone or laptop.

2. When you click the link, you will see this text box. Please enter your nhs.net email address – the one you use for work (make a note of it if you aren't sure).

3. You will be directed to this page; please complete all sections and a brief summary of any information to pass on to the Trust Health Protection Unit (it is very quick to fill in).

4. If the email address is not recognised, you are advised to contact a colleague or line manager and check the [FirstCare flowchart](#).

Important information to remember when logging an absence:

When contacted directly via National Test and Trace you must self-isolate for 10 days. If you are unsure about the advice being given the 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 so far during the COVID-19 pandemic The HPU team.