

COVID19 - Do I need to record an Absence?

How am I?



Where am I?



What do I need to do?



Contact
FirstCare?

FirstCare

I have symptoms	+	Due at work	=	You are classed as sick (10 days) and should not work from home*	=	Yes (sickness absence)
I have symptoms	+	Already working from home	=	If you are already working from home and develop symptoms you are now classed as sick (10 days) and should not work from home*	=	Yes (sickness absence)
No symptoms	+	Due at work	=	Proceed to work as normal	=	No
No symptoms	+	Already working from home	=	Continue working from home	=	No
No symptoms, but someone in my household does or I have been contacted by the National Test & Trace service	+	Due at work	=	If you are able to start working from home please do so, not applicable to clinical staff in Essential Services	=	No
No symptoms, but someone in my household does or I have been contacted by the National Test & Trace service	+	Due at work	=	If your job means that you are unable to work at home e.g. clinical staff in Essential Services, you need to self-isolate at home (14 days)	=	Yes (special leave)
No symptoms, but someone in my household does or I have been contacted by the National Test & Trace service	+	Already working from home	=	If you are already working from home, please continue to do so	=	No
I'm classed as vulnerable	+	Already working from home	=	Continue to work from home unless you develop symptoms. If you develop symptoms you are classed as sick	=	No
I'm classed as vulnerable	+	At home but unable to work from home	=	You are classed as self isolating and should have already logged an absence (12 weeks)	=	Yes (special leave)

*If you feel fit to work from home during this 10 day period then you should do so. Whilst this will show as an absence on the system, it will not count as a loss of sickness entitlement (SBS Payroll are increasing employee sickness entitlements manually). It will count towards the Trust sickness percentage due to Covid.

Should your circumstances change, please follow the above guidance

Please remember to close your absence

To log a **new absence**, **update an absence** or to **close an absence** call FirstCare on 0333 3218052