

COVID-19 Recording in ESR

Isolation guidance if employee tests positive

If your employee tests positive they should follow the return to work guidance. All colleagues who have received a positive COVID-19 test result, regardless of whether they have symptoms, are advised not to **attend work for 5 days**

- Colleagues can return to work when they have had 2 consecutive negative LFD test results (taken at least 24 hours apart).
- The first LFD test should only be **taken 5 days** after the day their symptoms started (or the day their first positive test was taken if they did not have symptoms); this is described as day 0.
- If the LFD are negative they may return to work immediately after the second negative result provided they feel well enough to return to work.
- There must be strict adherence to personal protective equipment (PPE)/IPC practices and resume twice weekly LFD testing on return to work.
- If the LFD remains positive please discuss with IPC/Occupational health.
- If an employee is symptomatic and has a negative lateral flow please discuss with IPC/OH before they return to work.

To record the absence

Do not record a period of absence if the employee is working from home whilst COVID positive

ESR Self Service > My Team Personal Information > Absence

1. Search and select the correct employee record
2. Select **Create Absence**

If the related reason is added correctly to ESR, the sickness does not get counted as an episode by HR and the employee's pay and entitlement to sick leave are not reduced in anyway.

1. Absence Type - **Sickness**
2. Level 1 Reason - **S15 Chest and Respiratory Problems or any other appropriate reason (such as S13 Cold, Flu)**
3. Enter the **Start Date**
4. Scroll down to **Related Reason** and enter **Coronavirus (COVID-19)**

Do not enter an end date until they have returned to work

Information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.

* Absence Type

Absence Reason

Level 1 Reason

Level 2 Reason

Duration * Start Date End Date

TIP Start Date is required.

Days

TIP Duration is calculated based on the number of full calendar days between the start and end date of your absence. **You may need to update this duration** to take account of your work pattern (e.g. to exclude weekends).

Hours Lost

Sessions Lost

Working Days Lost

AfC First Period Hours Override

AfC Last Period Hours Override

Work Related

Third Party

Disability Related

Violence and Aggression Related

Notifiable Disease

Return to Work Discussion Date

Occupational Health Referral Date

HR Intervention

HR Intervention Date

HR Manager

Final Interview Date

Surgery Related

Related Reason

Assessment Date

5. Click **Submit**

The ESR team will be updating and adding information to the comments to provide more detail regarding the reason for absence and will be displayed as Code A, B, C etc. - Please do not delete this information

Household Contacts

Colleagues who are household contacts of a positive COVID-19 case will now be able to continue to work as normal if they remain asymptomatic and continue to test twice weekly. They will no longer be required to have a PCR test in order to return to work. If the LFD tests positive then follow the above guidance

The ESR team will be updating the comments to provide more detail regarding the reason for absence and will be displayed as Code A, B, C etc. - Please do not delete this information

Contact the ESR the helpdesk: swbh.esrhelpdesk@nhs.net if you have any concerns or require historical absence data deleted.