

Absence Treatment with effect 24th February 2022 - 1st April 2022

| Cause of Absence | Required Action | |
|--|---|--|
| Sick - Symptoms or tested positive for COVID | <p>Stay at home and test as soon as you can</p> <p>Record sickness on day 1 via MyView</p> <p>AND (if appropriate)</p> <p>Report a positive COVID test result via the COVID-19 staff reporting form</p> <p>Sick Leave entitlement and policy applies</p> | |
| Sick - other reasons | <p>Record sickness on day 1 via MyView</p> <p>Sick Leave entitlement and policy applies</p> | |
| Cause of Absence or situation | Possible to do job from home | Not possible to do job from home |
| COVID Symptoms | <p>Stay at home for at least 5 days and test as soon as you can</p> <p>Work from home unless too unwell (go to "Sick - Symptoms or tested positive for COVID")</p> <p>Record <i>suspected COVID – awaiting test result</i> via the COVID-19 staff reporting form</p> | <p>Stay at home for at least 5 days and test as soon as you can;</p> <p>Record <i>self-isolation - unable to work from home</i> absence via MyView (This will be treated as a special paid absence. Line Management may request evidence of test and staff may be asked to carry out alternative work from home. In this case you should refer to the "possible to do job from home" column);</p> <p>AND</p> <p>Record <i>suspected COVID – awaiting test result</i> via the COVID-19 staff reporting form</p> |
| Positive COVID test (no symptoms) | <p>Stay at home for at least 5 days</p> <p>Work from home unless too unwell (go to Sick - Symptoms or tested positive for COVID)</p> <p>Record <i>positive test</i> via the COVID-19 staff reporting form</p> | <p>Stay at home for at least 5 days;</p> <p>Record <i>self-isolation - unable to work from home</i> absence via MyView (This will be treated as a special paid absence. Line Management may also request evidence of test and staff may be asked to carry out alternative work from home. In this case you should refer to the "possible to do job from home" column);</p> <p>AND</p> <p>Record <i>positive test</i> via the COVID-19 staff reporting form</p> |