Member of staff should speak to their Manager at the earliest opportunity to inform them of any of the following:
(a) A qualified health professional has confirmed they have COVID-19;
(b) They are unwell, and displaying symptoms of COVID-19;
(c) They are not displaying any symptoms of COVID-19, but are required to self-isolate in line with the latest government guidance.

Member of staff must then complete the on-line form.

If the member of staff is unwell, the absence must also be recorded in the normal way in terms of sickness reporting (eg via ESS/MSS, etc)*.

The absence will be treated as sick leave, with the normal sick pay appropriate to that individual being applied.

At this time, a ‘fit note’ will not be required, as per the Government’s current advice.

The sickness reason for absence should be recorded on SAP as either:
(a) Coronavirus – confirmed by health professional; or
(b) Coronavirus – suspected in line with symptoms of fever and continuous cough**.

* Where a member of staff/manager is unable to access the relevant system for sickness recording (eg they are off site with no access to MSS), they should still complete the on-line form, and update the appropriate sickness system once back at work.

** If the status of the absence changes, eg the member of staff moves from a suspected to a confirmed case of coronavirus, the reason for absence must be updated accordingly (again, on return to work if this is not possible remotely, and on both the on-line form and sickness system).

The manager should maintain regular contact with the member of staff, and implement appropriate support, as required.