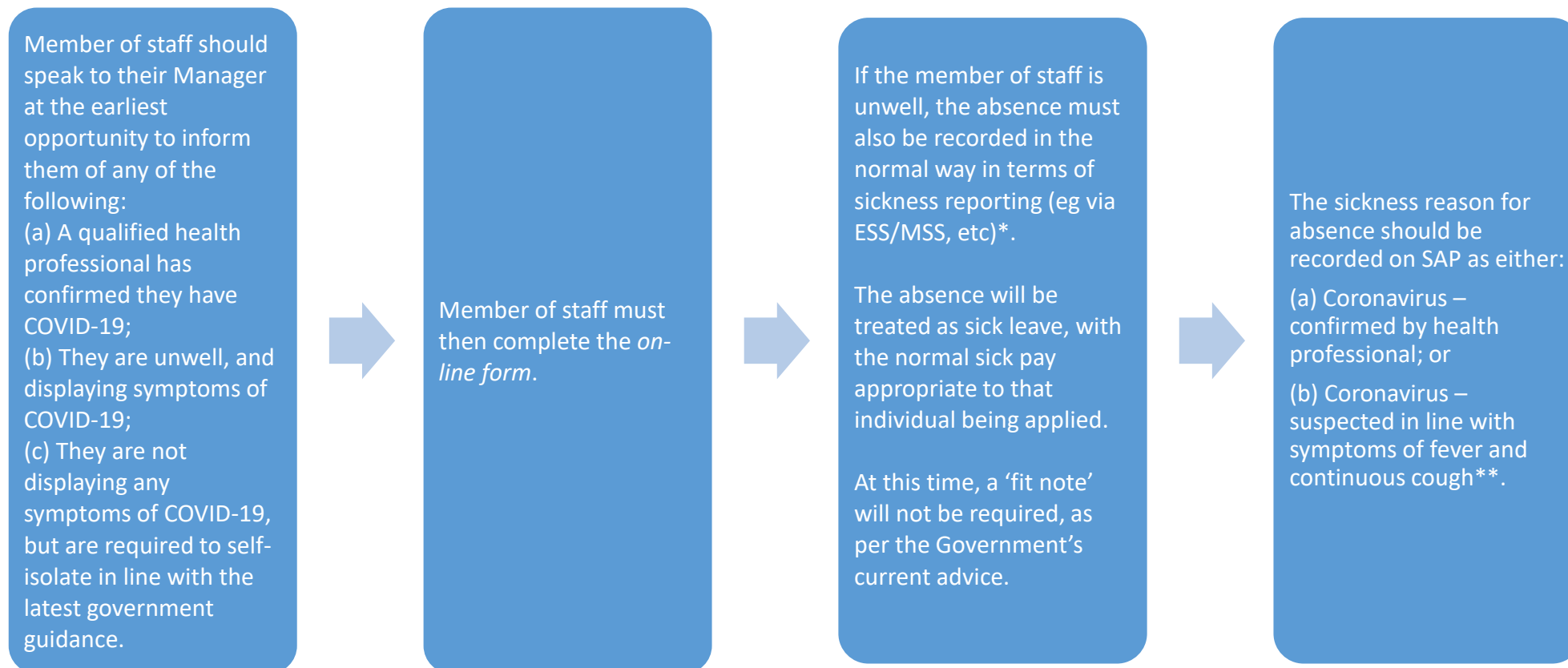


Coronavirus Reporting Flowchart



* 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.