



COVID-19 | 4 Step instructions on how to record and report COVID-19 absence in HealthRoster and MedicOnDuty

This guide outlines the absence reasons agreed with NHS England and NHS Improvement and how to set these up in our software for organisation wider sitrep reporting.

UPDATE: The guide has been updated to cover the new absence reasons being introduced to ESR on **6th July** to support the reporting of self-isolation.

This approach enables Allocate to provide operational absence reporting both to organisations and nationally.

Set up at least the following absence reasons

Sickness

- **COVID-19:** Would go down as cold/flu etc. unless suspected / tested positive for COVID-19.

Other Leave

- **Self-isolation COVID-19:** person would be well enough to work but due to symptoms must self-isolate and cannot work
- **Special Leave / Carer's leave COVID-19:** due to a caring responsibility unable to attend work
- **sHousehold isolation COVID-19:** unable to attend work due to a family member showing symptoms
- **Test and Trace Contact** (NEW FROM 6 JULY 2020)
- **Household Member Symptoms** (NEW FROM 6 JULY 2020)
- **Post Travel Quarantine** (NEW FROM 6 JULY 2020)

Please confirm with your HR Department / ESR Team the codes that the new absence reasons should be linked to in ESR:

- External Absence Type
- External Absence Code

Set the 'External Absence Reference' field against the unavailability reason in Reference Data. This is critical to ensuring the data is extracted to ESR in the required format, as well as aiding COVID reporting from HealthRoster data.

- For Sickness, Self-isolation COVID-19, Special Leave / Carer's leave COVID-19 or Household isolation COVID-19, set the 'External Absence Reference' to 'RelatedReason=COVID' (without the quotes). To clarify:

- | | |
|--------------------------------|------------------------|
| ✓ RelatedReason=COVID | ✗ Related Reason=COVID |
| ✗ Sickness related to Covid-19 | ✗ Covid 19 |

- For the three new Other Leave reasons: Test and Trace Contact, Household Member Symptoms or Post Travel Quarantine, set the External Absence Reference as below:

Unavailability Reason Group	Unavailability Full Name	External Absence Reference
Other Leave	Test and Trace Contact	RelatedReason=COVID1
Other Leave	Household Member Symptoms	RelatedReason=COVID2
Other Leave	Post Travel Quarantine	RelatedReason=COVID3

In a period where there is increased staff sickness and unprecedented demand for services, we want to support all customers to ensure our solutions are helping to monitor and deploy people and resources as safely as possible.

Our **resource centre** is designed to help you navigate help, guidance and services over this period.

www.allocatesoftware.co.uk/covid19/