

UN2864 1 of 2 13 th MAR 2020	Electronic Staff Record Programme USER NOTICE	
Title	Absences relating to the Coronavirus (COVID-19)	
Purpose	To inform users of the fields and values within ESR that should be used to record absences relating to the Coronavirus (COVID-19)	
Intended Audience	All ESR Users	

SUBJECT

ESR is to enable the recording and reporting of absences that are related to the Coronavirus (COVID-19) variant. ESR will be updated on the evening of Monday, 16th March 2020.

DETAIL

How to record absences relating to Coronavirus (COVID-19)

Following discussions with DHSC, NHS Digital and other stakeholders, there are no plans to add Coronavirus to the 'Sickness Reason' list of values which are managed by NHS Digital as part of the National Workforce Dataset.

However, ESR has the ability to record additional information (on the "Additional Absence Details" form, and within Manager Self Service) relating to any Absence Type in a field currently labelled "DH Monitoring". To date this field has not been populated with any values but to enable the recording and reporting of absences related to Coronavirus, it is being renamed "Related Reason" and a value of "Coronavirus (COVID-19)" is being made available in this deployment.

A value of "Menopause" will also be added to this field – this update was originally planned for Release 45 in March.

Please note: The field in ESR BI will retain the name "DH Monitoring" until Release 45 at the end of March.

This is intended to meet any local and national data requirements. Inclusion of the specific variant in the title is to allow for other values to be added in future should the need arise.

How to record sickness absences related to Coronavirus

The Coronavirus can cause a variety of symptoms so the most appropriate 'Sickness Reason' should be selected from the available values based on the information provided by the employee. (e.g. 'S15 Chest and respiratory problems')

How to record non-sickness absences intended to prevent the spread of infection

In circumstances where members of staff who are not ill are allowed, or are advised, to stay away from work to reduce the potential spread of infection, the absence should not be classed as Sickness. The use of alternative absence types such as 'Special Leave' and options such as 'Medical Suspension' or 'Infection Precaution' might be deemed appropriate.

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Where it is known that a non-sickness absence is related to the Coronavirus (COVID-19) then this should also be recorded using the 'Related Reason' field in the same way that it would be for a sickness related absence.

ACTION REQUIRED

Employing organisations should ensure that managers and staff are made aware of the intention to record and report on absences associated with the Coronavirus (COVID-19).

Local policies and procedures should continue to be followed with regard to the notifying, recording and reporting of all absences.

FURTHER INFORMATION

The advice provided above on usage of values is not prescriptive and the 'Related Reason' field is deliberately enabled for use with any absence type and reason to provide maximum flexibility. Local organisations should ensure usage is appropriate and compliant with any subsequently issued guidance.

This data will be populated and refreshed for reporting purposes in ESR BI through the overnight ETL process. No specific national reporting requirements are known of at this time.

NEXT UPDATE

None planned.