


UN2915 1 of 3 23 rd JUNE 2020	Electronic Staff Record Programme USER NOTICE	
Title	Xxxxx New Values Added to the Related Reasons List of Values	
Purpose	To advise users of new values to support the reporting of Self-Isolation in response to the COVID-19 Pandemic.	
Intended Audience	All HR, Recruitment and Workforce Teams	

SUBJECT

To support the reporting of self-isolation in response to the COVID-19 pandemic three new values will be available from Monday 6th July (Subject to successful deployment) in the Related Reason List of Values in ESR.

DETAIL

Following discussions with national bodies it has been agreed that additional values should be added to ESR to enable the monitoring of absence due to self-isolation in response to Coronavirus (COVID-19).

Therefore the below values will be available in the Related Reason list of values on the Additional Absence Details form, within Self Service and via the Absence Inbound Interface:

Coronavirus (COVID-19) – Test and Trace Contact
Coronavirus (COVID-19) – Household Member Symptoms
Coronavirus (COVID-19) – Post Travel Quarantine


When used via the Absence Inbound Interface, the new values should be coded as follows;

Coronavirus (COVID-19) – Test and Trace Contact	COVID1
Coronavirus (COVID-19) – Household Member Symptoms	COVID2
Coronavirus (COVID-19) – Post Travel Quarantine	COVID3

These values should only be used in conjunction with Non-Sickness Absence Types.

As previously advised, (UN2864) 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.

In addition to this guidance we now encourage users to record the reason why the individual is isolating using the new values. This will satisfy both local and national reporting requirements.

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Where the specific reason is not known then the generic 'Coronavirus (COVID-19)' related reason should still be used.

The values will be reportable through ESR BI and ESR Data Warehouse to satisfy both local and national reporting requirements.

Action Required

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


FURTHER INFORMATION

Please note that the Related Reason (previously named 'DH Monitoring') fields primary purpose is to record information where there is a national requirement to report on it.

Therefore any proposed changes to this List of Values must be supported by national bodies before we progress.

NEXT UPDATE

No further update is required.

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