**JANUARY 2021**

**GUIDANCE FOR STAFF RELATING TO:**

1. **REPORTING SELF-ISOLATION, TESTING POSITIVE FOR COVID-19 AND SHIELDING**
2. **SICKNESS ABSENCE REPORTING (NON COVID-19)**

**Self-Isolating**

Please continue to notify [**HR.Corona@colchester.ac.uk**](mailto:HR.Corona@colchester.ac.uk)and your line manager if you are self-isolating as we still need to record this information. Please state whether you are able to work from home or not as there may be different reasons which we need to record. However, if you are unwell and cannot work see below.

**UNABLE TO WORK – SICKNESS ABSENCE DUE TO COVID-19**

If you are not well enough to work this could be because you have symptoms and are awaiting the result of a test or you have tested positive for COVID-19 and are unwell.

You must notify [**HR.Corona@colchester.ac.uk**](mailto:HR.Corona@colchester.ac.uk)and your Line Manager who will report your sickness absence.

**Please note, if you are unwell and unable to work you will be classed as sick and paid occupational sick pay.**  **However, your sickness absence will not be counted for sickness absence management purposes.**

*You will* ***not*** *be required to provide a Fit Note from your doctor to cover your sickness absence related to Coronavirus symptoms. However, if your illness extends beyond 14 days you may be asked to do so.*

For the latest information on self-isolation please go to the link below. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

**Testing Positive for COVID-19**

Please notify [**HR.Corona@colchester.ac.uk**](mailto:HR.Corona@colchester.ac.uk)and your line manager if you have tested positive for COVID-19. This is a requirement whether you are reporting as unwell and unable to work from home or whether you are still able to work from home.

**SHIELDING AND CLINICALLY EXTREMELY VULNERABLE**

If you have been classed as “Clinically Extremely Vulnerable” you will have received a shielding letter from the NHS. You must inform your line manager and email a copy to **[HR.Corona@colchester.ac.uk](mailto:HR.Corona@colchester.ac.uk) if you have not done so already.**

**Latest Guidance on ECV and Shielding is on the link below.**

[**https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable**](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable)

**SICKNESS ABSENCE REPORTING (NON COVID-19)**

**If you are unwell and not available for work then you need to report yourself as sick as follows:**

1. **Notify your line manager –** giving details of your reasons for absence and if you have received medical advice.
2. Once you are recovered you should notify your line manager that you are better and your sickness absence should be closed.
3. You will need to complete a Return to Work/Self Certificate detailing the dates of your sickness absence and the reasons. [Self Cert/Return to Work Form](https://portal.colchester.ac.uk/support_departments/Hum_ResandStaff_Dev/Human%20Resources/Forms/Other%20forms/_layouts/15/WopiFrame.aspx?sourcedoc=/support_departments/Hum_ResandStaff_Dev/Human%20Resources/Forms/Other%20forms/Document%20Library/Sickness%20Self%20Certification%20Form.docx&action=default)
4. If your sickness absence is not related to COVID-19, normal sickness absence reporting procedures will apply i.e. you will be expected to provide a Fit Note after 7 days of absence. This should be emailed to [selecthr@colchester.ac.uk](mailto:selecthr@colchester.ac.uk)

**Please note that any abuse of these procedures will result in disciplinary action**