
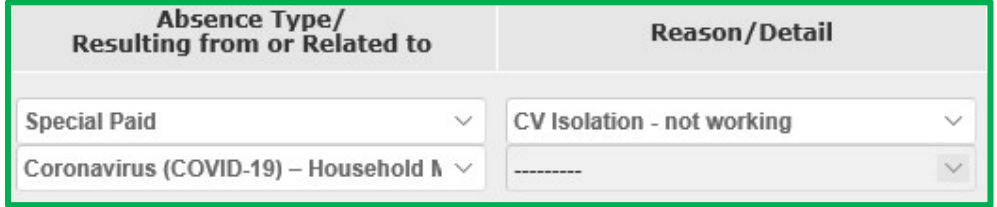
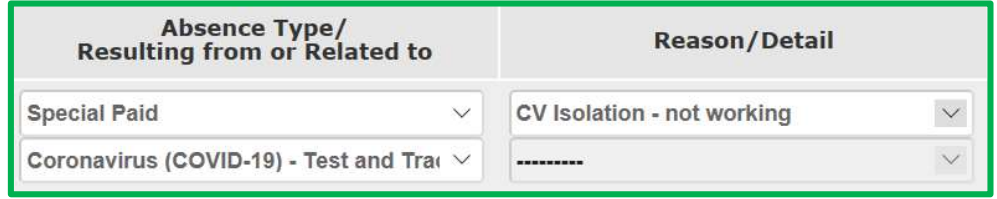
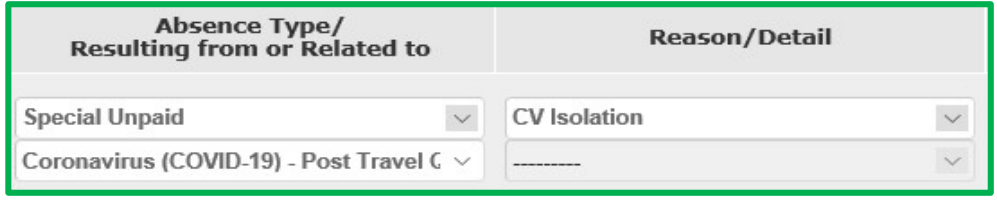



	Reason for absence	In EASY (for uploaded to ESR)	Screen shot of EASY Entry
SICK	Use for those who are NOT WORKING , due to their own covid sickness/symptoms	Absence Type; ' Sickness ' Resulting from or related to; ' Related Reason - COVID-19 ' Reason; ' Coronavirus '	
NOT WORKING	Use for those who are NOT WORKING , due to short-term (10 days) isolation due to household member's sickness/symptoms <i>(maybe longer if more than one isolation period required)</i>	Absence Type; ' Special Paid ' Resulting from or related to; ' Coronavirus (COVID-19) - Household Member Symptoms ' Reason; ' CV Isolation – not working '	
	Use for those who are NOT WORKING , self-isolating following Test and Trace contact	Absence Type; ' Special Paid ' Resulting from or related to; ' Coronavirus (COVID-19) – Test and Trace Contact ' Reason; ' CV Isolation – not working '	
	Use for those who are NOT WORKING , and are required to quarantine on return from travel abroad (check government advice)	Absence Type; ' Special Unpaid ' Resulting from or related to; ' Coronavirus (COVID-19) – Post Travel Quarantine ' Reason; ' CV Isolation '	
	Use for those who are NOT WORKING , self-shielding due to pre-surgery, or in 3 rd trimester of pregnancy	Absence Type; ' Special Paid ' Resulting from or related to; ' Related Reason - COVID-19 ' Reason; ' CV Isolation – at risk group '	

	Reason for absence	In EASY (for uploaded to ESR)	Screen shot of EASY Entry						
WORKING FROM HOME	Use for those who ARE WORKING , at home due to their own requirement to isolate as an agreed adjustment (e.g. not out on session, transport or at an NHSBT/NHS site) – select appropriate Reason	Absence Type; ' Working from home ' Resulting from or related to; ' Related Reason - COVID-19 ' Reason; ' CV isolation '	<table border="1"> <thead> <tr> <th>Absence Type/ Resulting from or Related to</th> <th>Reason/Detail</th> </tr> </thead> <tbody> <tr> <td>Working from home</td> <td>CV Isolation</td> </tr> <tr> <td>Related Reason - COVID-19</td> <td>-----</td> </tr> </tbody> </table>	Absence Type/ Resulting from or Related to	Reason/Detail	Working from home	CV Isolation	Related Reason - COVID-19	-----
	Absence Type/ Resulting from or Related to	Reason/Detail							
Working from home	CV Isolation								
Related Reason - COVID-19	-----								
Use for those who ARE WORKING , at home in their 3 rd trimester of pregnancy only	Absence Type; ' Working from home ' Resulting from or related to; ' Related Reason - COVID-19 ' Reason; ' CV isolation '	<table border="1"> <thead> <tr> <th>Absence Type/ Resulting from or Related to</th> <th>Reason/Detail</th> </tr> </thead> <tbody> <tr> <td>Working from home</td> <td>CV Isolation</td> </tr> <tr> <td>Related Reason - COVID-19</td> <td>-----</td> </tr> </tbody> </table>	Absence Type/ Resulting from or Related to	Reason/Detail	Working from home	CV Isolation	Related Reason - COVID-19	-----	
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August 2021