

COVID-19 CLASSIFICATIONS

Effective from 01.05.2022 (Updated 17.05.2022)

This document is supplemented by [FAQs](#)

Classifications Summarised

Situation – Working categories

[Employee Tested Positive](#) - You work within a Social Care setting have tested positive for Covid-19 and are working at home. (All other staff groups should follow the Stay at Home guidance)

[Carer](#) - You are caring for dependants because of Covid-19 and are working at home

[Stay at Home](#) – You are demonstrating [symptoms](#) of Covid-19 and are working at home

Situation – Non-Working categories

[Employee Tested Positive](#) - You work within a Social Care setting and have a positive test result for Covid-19 and are unfit for work or not able to work from home. (All other staff groups should follow the Stay at Home guidance)

[Long Covid Absence](#) - You are unfit to work and have a Fit Note stating symptoms are attributable to Long Covid

[Carer](#) - You are caring for dependants because of Covid-19 and are not working at home

[Stay at Home](#) – You are demonstrating [symptoms](#) of Covid-19 and are not working at home

NOTE: In all cases you should report to and discuss with your Manager. For health and wellbeing reasons, employees are encouraged, subject to Service requirements, to spread their annual leave entitlement evenly throughout the year

Situation	What to record and where	Impact on Annual Leave	MyView Category	What you will be paid	Flexi/Time Recording	What is expected
You work in a SOCIAL CARE SETTING and have tested positive for Covid-19 with mild symptoms and are working at home. (All other staff groups should follow the Stay at Home guidance)	<p>Manager will record an open-ended absence on MyView.</p> <p>You should report any change to your Manager.</p> <p>When you are fully recovered your Manager will end the Notifiable Infectious Disease – Working *CNIDW entry.</p> <p>If you become unfit to work at home your Manager will record a new entry of Notifiable Infectious Disease – Unfit to Work *CNIDN.</p>	<p>Any leave already booked will be removed from your MyView record.</p> <p>Any leave booked during this period, excluding public holidays, can be cancelled and re-booked at a later date.</p>	Notifiable Infect Disease – Working *CNIDW	Full Pay	You should not clock in/out. Optimum will automatically credit your standard contractual hours.	<p>Providing you feel well enough you will be expected to undertake work at home, either associated with your own role or a re-tasked role to support delivery of essential services, if possible.</p> <p>As you are unwell you should not work any additional hours.</p> <p>You should follow the guidance on NHS Inform</p>
You are caring for dependants because of Covid-19 and are working at home	<p>You should agree with your Manager whether you require paid time off under the Carer Leave Policy, which may include annual leave; amended working hours; change of working pattern.</p> <p>If all avenues mentioned above have been exhausted, you should further discuss with your Manager who will record an open-ended absence of Carer Working on MyView.</p> <p>Any leave booked during the Carer Working period should be taken. The Manager will end the current Covid19 – Carer Working *CCARW absence and restart after all periods of annual leave.</p>	Any leave already booked will be removed from your MyView record and you should re-book. You should still take any planned leave.	Covid19 - Carer Working *CCARW	Full Pay	You should not clock in/out. Optimum will automatically credit your standard contractual hours.	For leave classified as Covid19 – Carer Working *CCARW , you will be expected to undertake work at home, either associated with your own role or a re-tasked role to support delivery of essential services, if possible.

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Situation	What to record and where	Impact on Annual Leave	MyView Category	What you will be paid	Flexi/Time Recording	What is expected
You are demonstrating symptoms of Covid-19 and are working at home	<p>If you have symptoms of Covid-19 you should notify your Manager immediately and follow the Stay at Home Guidance on NHS Inform.</p> <p>Manager will record on MyView for a period of up to 10 calendar days.</p>	<p>Any leave already booked will be removed from your MyView record.</p> <p>Any leave booked during this period, excluding public holidays, can be cancelled and re-booked at a later date.</p>	Stay at Home – Working *CSAHW	Full Pay	You should not clock in/out. You will be credited with your standard contractual hours.	You are working from home with symptoms of Covid-19. You should not be working more than your standard working day.

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Situation	What to record and where	Impact on Annual Leave	MyView Category	What you will be paid	Flexi/Time Recording	What is expected
<p>You work in a <u>SOCIAL CARE SETTING</u> and have tested positive for Covid-19 and are unfit to work or not able to work from home. (All other staff groups should follow the Stay at Home guidance)</p>	<p>You should report your test result to your Manager who will record an open-ended absence on MyView.</p> <p>You will be required to provide a Fit Note per the Health and Wellbeing Framework after the 7th day of absence.</p> <p>Where symptoms continue for a period of more than 10 calendar days your Manager will end Notifiable Infectious Disease - Unfit to Work *CNIDN on MyView and record as sickness absence. You should continue to provide your Manager with regular Fit Notes.</p> <p>When you become well your absence should be ended on MyView.</p>	<p>Any leave already booked will be removed from your MyView record.</p> <p>You should re-book any planned leave, excluding public holidays, you were due to take during your period of Notifiable Infectious Disease - Unfit to Work *CNIDN at a later date.</p>	<p>Notifiable Infect Disease - Unfit to Work *CNIDN</p>	<p>Full Pay for first 10 calendar days, thereafter absence will be re-classified as Sickness Absence.</p>	<p>You should not clock in/out. You will be credited with your standard contractual hours.</p>	<p>You should follow the guidance on NHS Inform.</p> <p>You are absent due to sickness for a Covid-19 reason.</p> <p>The first 10 days of absence will not count towards sickness levels, thereafter normal sickness absence procedures will apply.</p>

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Situation	What to record and where	Impact on Annual Leave	MyView Category	What you will be paid	Flexi/Time Recording	What is expected
You are unfit to work and have a Fit Note stating symptoms are attributable to Long Covid	<p>On sight of the Fit Note your Manager will record an open ended absence, on MyView, of Long Covid Absence *CLONG.</p> <p>After a period of 10 calendar days your Manager will end Long Covid Absence *CLONG on MyView and start a period of sickness absence.</p> <p>You should continue to provide your Manager with regular Fit Notes.</p>	<p>Any leave already booked will be removed from your MyView record.</p> <p>You should re-book any planned leave, excluding public holidays, you were due to take during your period of Long Covid Absence *CLONG at a later date.</p>	Long Covid Absence *CLONG	Full Pay for first 10 calendar days, thereafter absence will be re-classified as Sickness Absence.	You should not clock in/out. You will be credited with your standard contractual hours.	<p>You are absent due to sickness for a Covid-19 reason.</p> <p>The first 10 days of absence will not count towards sickness levels, thereafter normal sickness absence procedures will apply.</p> <p>Where Long Covid Absence *CLONG commences immediately after a period of Notifiable Infectious Disease – Unfit to Work *CNDIN, then this will be recorded as sickness absence.</p>
You are caring for dependants as a result of Covid-19 and are not working at home	<p>You should agree with your Manager if you require paid time off under the Carer Leave Policy, this may also include requesting annual leave; amending working hours or pattern.</p> <p>If all avenues mentioned above have been exhausted, you should further discuss with your Manager who will record an open-ended absence of Carer Not Working on MyView.</p>	Any leave already booked will be removed from your MyView record and you should re-book. You should still take any planned leave.	Covid19 Carer - Not Working *CCARN	Paid in accordance with arrangements agreed with Manager.	You should not clock in/out. You will be credited with your standard contractual hours.	<p>You are not able to work at home while caring because of the nature of your role.</p> <p>If suitable work becomes available for you to carry out at home while caring, your Manager will change the reason for absence to Covid19 – Carer Working *CCARW</p>

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Situation	What to record and where	Impact on Annual Leave	MyView Category	What you will be paid	Flexi/Time Recording	What is expected
You are demonstrating symptoms of Covid-19 and are not able to work from home	<p>If you have symptoms of Covid-19 you should notify your Manager immediately and follow the Stay at Home Guidance on NHS Inform.</p> <p>Manager will record on MyView for a period of up to 10 calendar days.</p> <p>If you are not well enough to return to work following the 7th day of self-certification you will be required to provide a Fit Note per the Health and Wellbeing Framework.</p> <p>Where symptoms continue for a period of more than 10 calendar days your Manager will end Stay at Home – Not Working *CSAHN on MyView and record as sickness absence.</p> <p>You should continue to provide your Manager with regular Fit Notes.</p> <p>When you become well your absence should be ended on MyView.</p>	<p>Any leave already booked will be removed from your MyView record.</p> <p>Any leave booked during this period, excluding public holidays, can be cancelled and re-booked at a later date.</p>	Stay at Home – Not Working *CSAHN	Full Pay for first 10 calendar days, thereafter absence will be re-classified as Sickness Absence.	You should not clock in/out. You will be credited with your standard contractual hours.	You are not able to work at home because of the nature of your role.

Employees who are working from home and don't fall into any of the categories above and uses Optimum to record working hours should continue to clock in and out as normal (unless they have a temporary change of working pattern; are regularly swapping work days; or they have an interim Manager due to re-tasking). Employees who do not use Optimum in their normal daily work life should follow their normal procedures for recording hours, i.e., either complete timesheets or work their standard day

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