

# CORONAVIRUS

## RECORDING

## STAFF

## INFORMATION

LOG INTO



You must be connected to NLC network

Employee is showing symptoms of coronavirus

OR

Someone in the employee's household is showing symptoms:

(If this employee is working from home and still fit to do so then you don't need to do anything)

The employee should be recorded as SICK - Coronavirus (Suspected or Confirmed\*). An **expected** end date can be entered 10 days from the start date (count 10 calendar days from the start date including the start date)

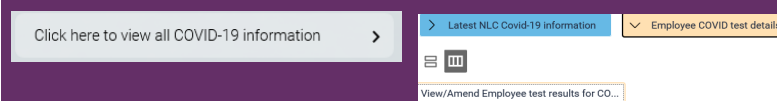
OR

The employee should be recorded as SICK - Coronavirus (Suspected). An **expected** end date can be entered 14 days from the start date (count 14 calendar days from the start date including the start date)

\*Confirmed by medical professional

The employee is being tested for Covid-19

Date and result of test should be recorded from the main menu select

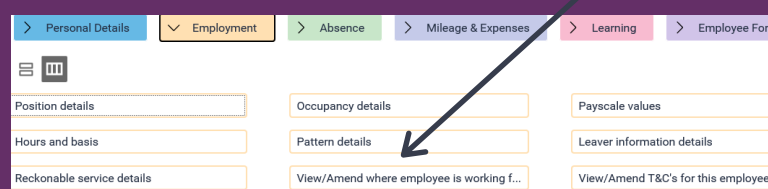


Enter the employee you wish to record and complete the form then **SAVE**

### Employee Work Status

- Has an Underlying health condition
- Is Over 70
- Is Pregnant
- Is Shielding
- Is Furloughed
- Is In Isolation (7 or 14 day)
- Is Temporarily Redeployed
- Is Site based or Working from home

This should be recorded by accessing the employee under People>Employment>View/Amend where employee is working from

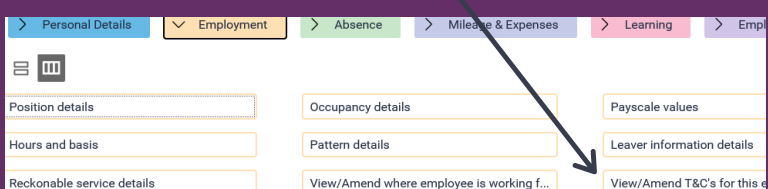


Click on the magnifying glass at 'Work Location' and select the correct reason then **SAVE**

### Further Recording:

- Employee access to NLC corporate network
- Home Working risk assessment
- Equipment provided for Home Working
- Position can be undertaken from home
- Future State

This should be recorded by accessing the employee under People>Employment>View/Amend T&C's for this employee



Select the T&C(s) you wish to use and the correct response from the drop down then **SAVE**

This is a brief summary of the categories for recording. For the full guidance on all of the above please click on this link:

[https://mynl.co.uk/wpfd\\_file/myteam-guidance-inc-covid-records/](https://mynl.co.uk/wpfd_file/myteam-guidance-inc-covid-records/)

If you need any further advice please visit [www.mynl.co.uk](http://www.mynl.co.uk) or email [esc-HelpdeskTeam@northlan.gov.uk](mailto:esc-HelpdeskTeam@northlan.gov.uk)