

## Coronavirus (COVID-19)

# Absence from work

It is important staff notify their line manager immediately if they are unable to work due to sickness using the usual sickness reporting procedure.

Where staff are not sick, but cannot report for work because they:

- have been told by a medical expert to self-isolate;
- have had to go into quarantine;
- are abroad in an affected area and are not allowed to travel back to the UK.

It may be possible to work remotely if you have access to equipment. However, absence will be treated as paid special leave of absence, where it is not possible to work from an isolated location. This will be converted to sick leave if circumstances change and the employee is diagnosed with coronavirus (COVID-19).

If an employee has concerns about coming to work which does not fall into the 3 categories above, contact should be made with HR: **hr@highland.gov.uk** to review the concerns, which may be resolved by working from home, a flexible working arrangement or using annual leave.

## Continuity of Service

Heads of Service should ensure their Service Business Continuity Plan is reviewed and updated.

Access latest information and advice on **[www.nhsinform.scot](http://www.nhsinform.scot)**