

# Reporting Covid-19 Absence Reporting Tool

## Covid-19 Absence Reporting Tool

The way Covid-19 absence is reported is changing. With effect from **29<sup>th</sup> March 2021** all Covid-19 related absences are to be reported via a web form enabling absences to be entered locally via the following URL: <https://csar.apps.xuhb.nhs.uk/> opened in Google Chrome.

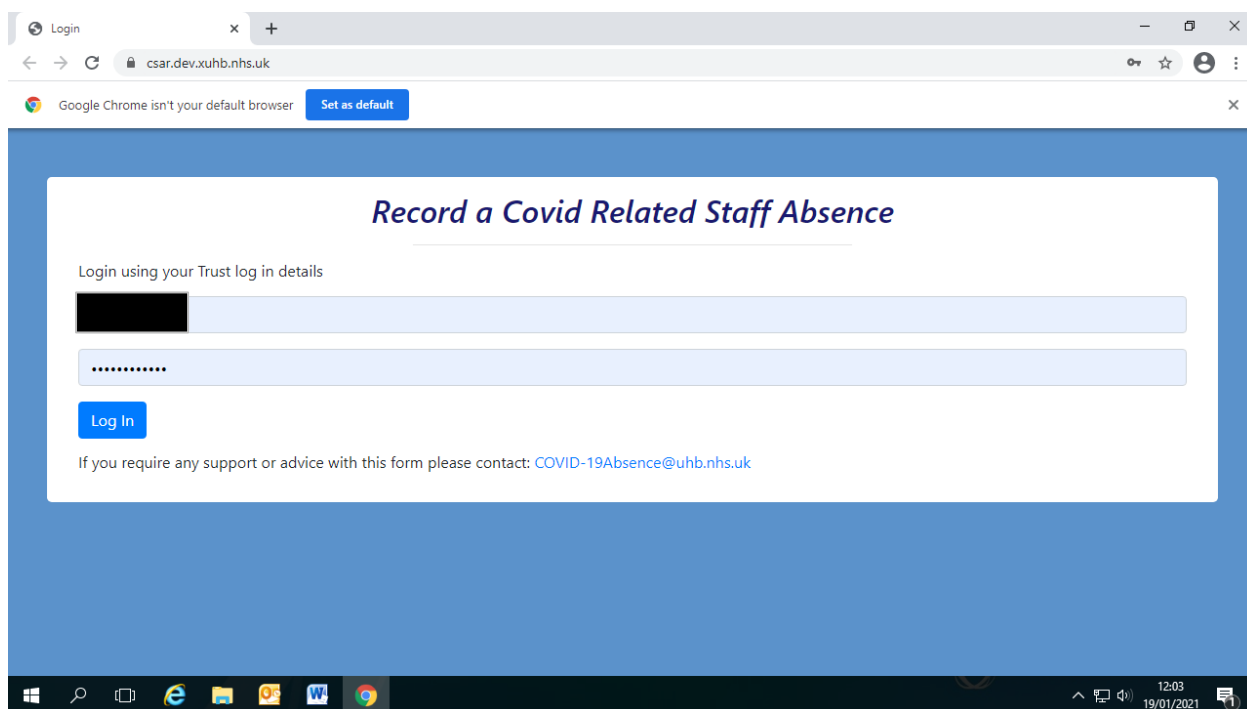
**IMPORTANT NOTE** - this does not replace the existing method of logging absences for payroll purposes (Allocate Healthroster / SMART / e-TAD)

### Access

Access to the reporting tool has been agreed at Divisional/Directorate level and all identified users have been registered prior to launch.

Access to the reporting tool is gained by entering the same username and password used for logging into Windows.

Any queries regarding existing or new access should be directed to [COVID-19Absence@uhb.nhs.uk](mailto:COVID-19Absence@uhb.nhs.uk)



The screenshot shows a web browser window with the URL [csar.dev.xuhb.nhs.uk](https://csar.dev.xuhb.nhs.uk). The page title is "Login". The main content area has a blue header with the text "Record a Covid Related Staff Absence". Below this, it says "Login using your Trust log in details". There are two input fields: the first is for the username, which is partially obscured by a black box, and the second is for the password, shown as a series of dots. A blue "Log In" button is positioned below the password field. At the bottom of the form, there is a note: "If you require any support or advice with this form please contact: COVID-19Absence@uhb.nhs.uk". The browser's taskbar at the bottom shows the Windows logo, search icon, and several application icons (Edge, File Explorer, Word, Chrome). The system tray on the right shows the time as 12:03 on 19/01/2021.

## Reporting a New Absence

All new absences are reported via the “**Report an Absence**” page.

All fields are mandatory. A list of the revised absence categories is available in **Appendix A**

The following table clarifies the staff group for commonly mis-reported roles:

Staff Group	Role
Additional Professional Scientific and Technical	Applied Psychologist
	Chaplain
	Optometrist
	Pharmacist
	Physician's Associate
	Psychotherapist
	Social Worker
Additional Clinical Services	Assistant Practitioner Nursing
	Dental Surgery Assistant
	Health Care Support Worker
	Healthcare Assistant
	Healthcare Science Assistant
	Healthcare Science Associate
	Maternity Support Worker
	Nursery Nurse
	Nursing Associate
	Phlebotomist
	Play Specialist
Pre-reg Pharmacist	

Staff Group	Role
	Therapy Support Worker
	Trainee Healthcare Science Associate
	Trainee Healthcare Science Practitioner
	Trainee Healthcare Scientist
	Trainee Nursing Associate
	Trainee Scientist
Allied Health Professionals	Chiropodist/Podiatrist
	Dietitian
	Emergency Care Practitioner
	Multi Therapist
	Occupational Therapist
	Orthoptist
	Paramedic
	Physiotherapist
	Radiographer - Diagnostic
	Radiographer - Therapeutic
	Speech and Language Therapist

## Updating an Absence and Viewing Returners

Existing absences are updated via the “**Search & Update Absence Status**” page.

The screenshot shows a web browser window with the URL <https://csar.dev.xuhb.nhs.uk/Absences/Default.aspx>. The page has a blue header with navigation buttons: "Report An Absence", "Search & Update Absence", "Admin", and "Log Out". The main content area is titled "Search & Update Absence Status" and contains a section for "Find An Absence".

The "Find An Absence" section includes instructions: "Please use this screen to notify a return from absence for a staff member using the search boxes below to find them. Once the date has been entered in the field and the 'update' button clicked, the box will turn grey and this will update the record." Below the instructions are three dropdown menus: "No Divisions Selected...", "No Specialites Selected...", and "Absences without an actual return date". A blue "Find" button is to the right of the third dropdown. Below the search area is a table with columns: "First name", "Last name", "Speciality", "Expected return date", and "Actual return date". The table currently displays "No records to display." and a "Refresh" button is located to the right of the table header.

This page enables the status of existing absences to be updated:

### Change of Status

For example a member of staff who commences their absence isolating due to a family member being Covid positive, may subsequently become symptomatic, meaning both the category of absence and expected return date will change.

**Actual Return Date**

Recording the actual return date for a member of staff who has been absent.

**Viewing Returners** – by selecting “Absences with an actual return date” it is possible to view staff who have returned to work.

**Reporting Deadlines**

Any new absences or returnees should be reported by **4pm latest** on a daily basis.

**Queries**

Any queries regarding should be directed to [COVID-19Absence@uhb.nhs.uk](mailto:COVID-19Absence@uhb.nhs.uk)

## **Appendix A**

- A Pregnant staff working from home
- B Pregnant staff not working from home
- C Staff over 70 working from home
- D Staff over 70 not working from home
- E Staff with underlying medical condition working from home
- F Staff with underlying medical condition not working from home
- G Staff self-isolating who are symptomatic and/or have tested positive and working from home
- H Staff self-isolating who are symptomatic and/or have tested positive and not working from home
- I Staff self-isolating as member of household is symptomatic working from home
- J Staff self-isolating as member of household is symptomatic not working from home
- K Staff who have returned to work following a period of Covid-19 related absence
- L Staff self-isolating due to Track and Trace notification working from home
- M Staff self-isolating due to Track and Trace notification not working from home
- N Staff self-isolating on return from abroad who cannot work from home during the quarantine period
- O Staff self-isolating on return from abroad who will only be able to work from home during the quarantine period
- P Staff who are absent due to Covid-19 related caring responsibilities working from home
- Q Staff who are absent due to Covid-19 related caring responsibilities not working from home
- R Staff who are absent due to requirement to shield prior to Hospital appointment working from home
- S Staff who are absent due to requirement to shield prior to Hospital appointment not working from home
- T Staff who have transferred from Covid to non-Covid-19 absence