**Template: Workplace Absence Record**

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

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| Date | Name | Department | Reason for absence\* | Date of onset of symptoms | Symptoms \*\* | Has the staff member been assessed by GP, NHS 111 etc? Y/N/NK | Has the staff member been tested?  Y/N/NK | Is the staff member reporting a positive test result? Y/N/NK | Is the staff member in hospital? Y/N/NK |
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**Reason for absence\*:** Ill, Household member ill, Contact of a confirmed/suspected case, Shielding, Other e.g. dental appointments

**Symptoms \*** T = Temp (>=37.8 C), C = Cough, LST = Loss of smell/taste, Other (detail)