

1. HOW TO ACCESS THE SERVICE

In line with the Long Covid HR support Process and as part of the Attendance Management discussions with the employee consideration should be given to submitting a management referral to Occupational Health where there has not been sufficient improvement in the employees Long Covid-19 symptoms to facilitate a return to work and they have been absent for more than 12 weeks. Please note that not every employee who is absent will require a referral to OHS and this should be considered on a case by case basis.

Where a referral is required, this should be discussed with the employee prior to a management referral being submitted. At this point **the Manager should also advise the employee that an assessment questionnaire will need completed by the employee and returned directly to Occupational Health before they can be accepted into the rehabilitation programme.** The questionnaire helps the Long Covid multidisciplinary team to make decisions about how best to address each individual's needs.

The assessment questionnaire is available via a link on the main Long Covid page and can either be sent to the employee by their manager with instructions to complete and return directly to Occupational Health, or the employee can access it directly with instructions to return it to occhealth@ggc.scot.nhs.uk

Management referrals should include all relevant information with regards to the employee's COVID related absence and details of the following:

- Confirmation of absence related to ongoing Covid-19 symptoms (even if provisional diagnosis) by GP/Hospital/specialist.
- As much factual background information as known regarding history, symptoms reported and advice/treatment received to date (if known).
- Any other relevant health matters which be impacting on recovery/return to work.
- Details of any adjustments or support measures which have been considered prior to referral.

If the manager has further questions prior to submitting a referral they may discuss this via the Occupational Health nurse advice line 0141 201 0594 or via HR.Support@ggc.scot.nhs.uk for further input prior to referral to Occupational Health.