**Process for identifying which employees need to be referred to occupational health for a COVID-19 health assessment**

* Managers send to employee an Individual Health Assessment Questionnaire.
* Employee completes the questionnaire, including calculating their Covid-age, but without considering any underlying health conditions.
* Employee confirms to their manager that they have completed the questionnaire.
* Where the employee’s Covid-age is over 70 and/or they have any additional health conditions as identified in the form, they should send the completed questionnaire to their manager.
* The manager should make a referral to occupational health where appropriate using the link below (click ‘Request Access’ and quote Account No. 424). If the employee has no health conditions, is not pregnant and does not have a shielding letter or shielding condition, they should only be referred to occupational health if their Covid-age is 70 or above.

<https://orchidlive.com/orchid/dashboard/default/>

* Referrals should be made by the online referral system. The manager should upload to the system the questionnaire completed by the employee.
* When choosing the Reason for Referral from the dropdown menu, the manager should select “COVID-19 health assessment”.
* After the employee’s health assessment appointment, occupational health will adjust their Covid-age taking into account their underlying health conditions, as well as sex, ethnic background and BMI. Occupational health will decide if the employee falls into these vulnerability groups:

|  |  |
| --- | --- |
| Low risk | Covid-age up to low 40s |
| Moderate risk | Covid-age 40s and 50s |
| High risk | Covid-age 60s to mid-70s |
| Very high risk | Covid-age mid-70s and above |

* A report will be sent to the employee within two working days, and to the manager subject to consent from the employee.
* Employee and manger discuss the report and consider what adjustments need to be made to working arrangements.