

RETURNING TO WORK AFTER LOCKDOWN

- Review updated government guidance and implement measures required to ensure a COVID-19 secure workplace
- Review annual leave procedures to plan how to manage requests over the rest of the year
- Update annual leave policy and procedures to account for the ability to carry leave over
- Review general leave policies/ procedures including sick leave
- Ensure employees understand the expectations for reporting absence, including situations where they contract Covid-19 or are self-isolating
- Review policies/ procedures related to work/ break times and clock in/ out and consider if shifts may need to be staggered
- Review travel policies, including both business and personal travel, and consider if changes need to be made in line with government guidance
- Consider if any staff can continue to work remotely
- Review and decide which roles are required initially, as these are more likely to be business critical, core employees
- If it is necessary to bring back a proportion of employees in the same role, ensure any decision as to who is brought back is objective and not discriminatory
- Draft relevant communications to ensure that everyone receives the appropriate message and understands expectations on returning
- Contact employees to advise them when they will be required to return to work/to the workplace/ remain on furlough, if applicable, in the event that phased returns are required



- **Ensure staff are aware of any new health and safety provisions that have been put into place**
- **Ensure all staff are aware of the right to request flexible working, and that this will be considered if business need can permit it**
- **Look out for changes to the coronavirus Job Retention Scheme which may allow you to bring furloughed employees back on a part time basis and still obtain assistance with wage costs**
- **Have pre-return to work conversations with each member of staff to ascertain their personal circumstances and whether there are any impediments to their return**
- **Consider whether further adjustments to your return plans are necessary to accommodate for employees who may need them**
- **Sensitively check on employees' mental health condition and offer appropriate support**
- **Ensure employees are aware of arrangements for their first day back and of requirement to stick to health and safety measures implemented**
- **Invite employees to be part of the process by giving feedback on new measures adopted or suggesting new measures**

