

Return to work checklist

Planning

- Carry out a workplace risk assessment:
 - Pay particular attention to those that are vulnerable
 - Decide on the information you need from employees about possible return to work challenges (e.g. health issues and childcare or other caring responsibilities)
 - Review what you need to do to make your building safe to re-open such as flushing water systems, arranging statutory inspections, clear social distancing markers and increased hand washing and surface cleaning facilities
 - Using screens or barriers to separate people from each other and using back-to-back or side-to-side working (rather than face-to-face) whenever possible
 - Reducing the number of people each person has contact with by using 'fixed teams or partnering'
 - Publish the results of your risk assessment on your website (all employers with over 50 workers are expected to do so)
- Display government poster that shares the results of your risk assessment ([LINK](#))

People

- Consider whether any changes to contracts or policies are required (e.g. those affecting working patterns, health and safety procedures, absence/sick pay, holiday arrangements or data protection)
- Plan for the minimum number of people needed on site to operate safely and effectively
- Keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security

Prepare

- In the event of a second outbreak, or stricter government guidelines being enforced, you should be fully prepared with a stringent shut down contingency plan in place