

CHECKLIST | RETURN TO WORK PLANNING POST COVID-19

The team at RBHR has put together a FREE checklist to help businesses in preparing for returning to work following the COVID-19 pandemic lockdown. The Government have provided guidance to employers to support the transition back to work and this checklist aims to help get employers started with items that should be considered.

Planning	Yes No
Can your employee work from home? If the answer is no, consider the following questions	
Is the work essential?	
Is it sufficiently safe?	
Is a return to work mutually agreed?	

Before considering anything else relating to your return to work plan, consider the above planning elements.

Communication	Yes No N/A
Are all employees briefed in the changes to workplace procedures?	
Have employees been issued with/given sight or updated or new procedures?	
Has a return to work 1-2-1 been scheduled with the line manager?	
Has employee been asked to make a health declaration prior to returning to work?	
Are employees aware of common COVID-19 symptoms and the reporting requirements while at work?	
Has regular ongoing communication been scheduled with those returning to work and those still remaining furloughed?	
Are there any questions or concerns from employees still to be addressed?	

Behaviours	Yes No N/A
Are all employees following the social distancing practices previously briefed to them?	
Are all employees following the regular handwashing guidelines for 20 seconds or using hand sanitiser where soap and water not available?	
Are employees minimising the need for face to face meetings?	
Is social distancing being followed during face to face meetings?	
Are employees avoiding the sharing of computer keyboards and mice?	
Where sharing of multi-touch devices is unavoidable, is regular cleaning of touchscreens taking place?	
Are employees aware of how to escalate issues with employee behaviour?	

PPE	Yes No N/A
Are all employees aware of the business policy on PPE?	
Are gloves, face masks and hand sanitiser provided to employees?	

Facilities	Yes No N/A
Are all employees workstations 2 metres apart?	
Have any pinch points in the building and walk ways been identified and measures taken to minimise close contact with other employees?	
Are the cleaning and hygiene protocols adequate and have they been communicated to employees?	
Have policies and procedures been updated to meet the Government guidance and communicated to employees?	