



Updated 20th August 2020

Manager Checklist

Returning Staff to the Workplace

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## **Introduction**

As the country slowly emerges from lockdown, there will be a requirement to return or reopen services which until now have been closed or partially opened.

The [Service Recovery Planning process](https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/service-recovery-planning/), has been put in place to begin to re-start services safely and in accordance with the legislation being updated on a regular basis by welsh government.

The restart of services will bring about a return to the workplace for some employees and for others it may result in homeworking arrangements continuing. In all circumstances it is important to recognise that this will be a challenging time for individuals, and this includes yourselves as managers.

The checklist below has therefore been developed to highlight the essential information that will need to be shared with your teams and to provide some guidance in discussing matters with employees, which relate to the issues that are important to them in returning to work.

It is important that where concerns from employees are highlighted that these are discussed thoroughly and that measures are put in place and communicated.

## **Part 1: Whole Team - Checklist**

This checklist should be used by managers once agreement to restart the service has been given. It is designed to ensure that the whole team understands the context that they will be working in when they return to work / the workplace.

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| Checklist of measures to put in place for the whole team | Click to confirm |
| 1. Share Service Recovery plans with staff |  |
| 1. Let your teams know that a one to one discussion will take place with all staff that are returning to their substantive roles – refer to Part 2 of this document. |  |
| 1. Ensure the building is ready for your team’s return – refer to our [Buildings Checklist](https://ourpeople.carmarthenshire.gov.wales/media/659123/recovery-checklist-for-council-buildings.pdf) on our Intranet. |  |
| 1. Discuss the maximum number of staff allowed in the office / base for your service based Government guidance in relation to social distancing in the workplace. |  |
| 1. Identify if a rota / shift system is required and discuss with the team.   Contact your HR advisor in relation to any contractual changes. |  |
| 1. Identify and discuss any parking requirements. |  |
| 1. Discuss the social distancing requirements and **individual responsibility in adhering to the measures** – refer to our [Social Distancing](https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/social-distancing-at-work/) information on our Intranet. |  |
| 1. Discuss and identify the hygiene in the workplace requirements and **individual responsibility in adhering to the measures** - refer to our [Buildings Checklist](https://ourpeople.carmarthenshire.gov.wales/media/659123/recovery-checklist-for-council-buildings.pdf) on our Intranet. |  |
| 1. Raise awareness of the enhanced cleaning regime - refer to our [Buildings Checklist](https://ourpeople.carmarthenshire.gov.wales/media/659123/recovery-checklist-for-council-buildings.pdf) on our Intranet. |  |
| 1. Personal Protective Equipment - where PPE is to be provided, ensure it meets [Government guidelines](https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe), is suitable for the associated work activity, fits correctly and that sufficient stock can be maintained. |  |
| 1. Raise awareness of the Test, Trace & Protect programme and requirement for all staff to support and comply if required – further information can be found on the [Welsh Government](https://gov.wales/test-trace-protect-html#section-42068) website. |  |
| 1. COVID-19 cases at work – inform your team of the steps required should they become symptomatic – further information can be found on the [Welsh Government](https://gov.wales/test-trace-protect-html#section-42068) website. |  |
| 1. Training – consider any new skills required for the team. |  |
| 1. Fire safety – let your team know about any changes to fire safety step. Refer to the [Buildings Checklist](https://ourpeople.carmarthenshire.gov.wales/media/659123/recovery-checklist-for-council-buildings.pdf) for further guidance. |  |
| 1. First aid on site – let your teams know about the arrangements on site. Refer to the [First Aid](https://ourpeople.carmarthenshire.gov.wales/media/659308/guidance-on-first-aid-provision-covid-19.pdf) guidance on our Intranet. |  |
| 1. Supporting disabled workers - consider how to remove or reduce any disadvantage or barriers faced by your disabled workers. This may include:  * reasonable adjustments such as the use of specialised equipment and technology-based support * building access issues at the point of entry & exit and internally with layout changes and one-way systems etc. |  |
| 1. Looking ahead – consider contingency plans for any future recurrence of COVID-19 or a similar crisis, taking learnings from the current COVID-19 experience. |  |

## **Part 2: One to One Discussion - Checklist**

This checklist is to be used by managers when returning employees to work / the workplace. It is designed to structure the conversation managers need to have with their individual team members as well as record the outcome of the discussion and any agreed measures required to ensure a safe return to work.

***Note: This record should be retained by the manager***

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| --- | --- | --- |
| Checklist of measures to put in place for individual team members | | |
| **Areas for discussion** | **Employee’s Comments** | **Measures Agreed**  **(if applicable)** |
| 1. Does the employee understand the measures that have been put in place to protect them and their colleagues? Explain if not. Do they have any concerns about these measures? |  |  |
| 1. Discuss whether some homeworking will remain in place / be implemented and the details of this. |  |  |
| 1. How do they feel about returning to work? Where appropriate signpost them to the [Looking After Your Wellbeing](https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/looking-after-your-well-being/) page on our Intranet. If they are still concerned, they can self-refer to our Employee Wellbeing Support and Advice Centre for further advice. |  |  |
| 1. If you have an employee that that is concerned about risks to their health, you should explain the risk assessment that has been undertaken and all the new measures that have been put in place to make the work place Covid secure. You should discuss the new ways of working, social distancing and infection control standards. Should they have further concerns, they can be directed to the [Individual risk assessment tool](https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/safe-working-practices-during-covid-19/individual-risk-assessment/).   This will not be specific to their role but may be an useful guide. They can discuss the findings with you should they wish (If they are still concerned, they can self-refer to our Employee Wellbeing Support and Advice Centre for further health advice – further information can be found on our [Looking After Your Wellbeing](https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/looking-after-your-well-being/) page on our Intranet. |  |  |
| 1. Do they feel physically prepared for the role? Where appropriate signpost them to the [Looking After Your Wellbeing](https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/looking-after-your-well-being/) page on our Intranet. If they are still concerned, they can self-refer to our Employee Wellbeing Support and Advice Centre for further advice. |  |  |
| 1. Explore travel to and from work and parking arrangements   Public transport – are they aware of the social distancing requirements?  Own vehicle – travel alone, parking arrangements Walking /cycling? |  |  |
| 1. Discuss any “official” travel requirements during the working day e.g. use of pool cars. Every effort should be made to reduce the amount of unnecessary travel. |  |  |
| 1. If the employee has been shielding and they are in the extremely vulnerable or vulnerable category themselves, arrange a referral to occupational health prior to a return – refer to the [Occupational Health guidance](https://ourpeople.carmarthenshire.gov.wales/our-people/occupational-health/)  on our Intranet. Ensure that the employee understands that it is their decision to return. Re-iterate the [stringent social distancing measures](https://gov.wales/coronavirus-social-distancing-guidance) required of them and their responsibility in adhering to these. |  |  |
| 1. If the employee is pregnant ensure that the [COVID-19 related risk assessment](https://ourpeople.carmarthenshire.gov.wales/media/659320/expectant-mothers-risk-assessment-4.pdf) for expectant mothers is completed. |  |  |
| 1. If the employee has chosen to self-shield because they are living with a vulnerable person, discuss the [social distancing measures that have been put in place](https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/social-distancing-at-work/) and discuss any concerns they might have.   This question provides an opportunity to discuss what is important to them in keeping themselves and their loved ones safe.  Also refer to point 4 above |  |  |
| 1. Where appropriate explore any reasonable adjustments on health grounds and complete the [reasonable adjustment template](https://ourpeople.carmarthenshire.gov.wales/our-people/hr/equality-diversity/disability-reasonable-adjustments/) which can be found on our intranet. |  |  |
| 1. Discuss any essential or refresher training requirements. |  |  |
| 1. Do they have caring responsibilities at home that may impact on the return? How was this managed previously while in work? |  |  |
| 1. Explore whether caring responsibilities can be shared with other household members? |  |  |
| 1. Where caring responsibilities are an issue Is there provision at their child’s school for childcare? They can speak directly to the school about this. |  |  |
| 1. Consider alternative working patterns. Contact your HR Advisor where this cannot be agreed. |  |  |
| 1. Ensure that they know who to contact if concerns arise during the working day. |  |  |
| 1. Ensure absence details are correct and updated if required on My View/ResourceLink**.** Further information can be found on [our Intranet pages](https://ourpeople.carmarthenshire.gov.wales/our-people/hr/sickness-absence/#collapse1). |  |  |