

Returning to the workplace: checklist



Our key message remains that if you can work from home please continue to do so.

We have so far managed to support relatively small numbers of staff who have needed to continue to work on our sites, and comply with social distancing requirements. We are working hard to prepare our buildings and sites for the potential of larger numbers of staff to return.

We are not asking those colleagues currently working at home, to return to work in the immediate future and are cautiously following the Welsh Government Guidance.

If however, you have any personal concerns about continuing to work from home please speak to your line manager.

Before you returning to the office to work you must:

- Discuss and agree your return with your line manager
- Watch the [video](#)
- Read the [Safe System of Work on Social Distancing guidance](#)
- Read the [Adapting to New Ways of Working in NWSSP guidance](#)
- Completed the following checklists.

Returning to the workplace: checklist

Preparation for the Returning to Workplace Discussion



Partneriaeth
Cydwasaethau
Shared Services
Partnership

Individual

Are you returning to the workplace?

Have you spoken to your manager / supervisor about your individual circumstances?	
Have you read the Adapting to new ways of working guidance?	
Have you watched the staff video about new ways of working on our sites?	
Have you read the Safe System of Work on Social Distancing at sites guidance?	
Have you completed the All Wales COVID-19 Workforce Risk Assessment Tool and discussed with your manager / supervisor?	
Do you have any health conditions that your manager / supervisor needs to be aware of?	
Do you need support under the menopause policy (e.g. fans / sitting near air conditioning / open windows)	
Do you need a PEEP for fire evacuation?	
Are there any temporary adjustments to your work pattern that you want to discuss?	

Please note this below to discuss with your line manager:

Are there any questions about returning to work that have not been answered in the guidance above?

Please note this below to discuss with your line manager:

Those who are returning, and their managers, should make themselves familiar with the new procedures that are in place to keep our workforce and their families safe, e.g.

- New entrance protocols for employees and visitors.
- What will be available or supplied, regarding equipment and refreshments.
- Protocols for lunchtimes and utilisation of shared areas.
- Instructions on bringing equipment (laptops, chairs, etc.) back into the workplace and sanitisation requirements.
- Changes to the work environment including room availability, relocation of desks, etc.
- Modifications to internal and external meeting protocols, hosting of client events, and visitor access
- New policies and procedures.

Continuing in a new setting

- Remember that this new way of working may continue for some time, and it is important to think about how we can adapt to our new surroundings.
- Continue to build relationships that work in a virtual environment – there are some communication tips available in the New Ways of Working toolkit.
- Regular conversations between individuals and their managers about your work, your circumstances and how things are working for you, are vital to ensure that we support each other and find ways to continually improve.

Returning to the workplace: checklist

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WALES

Partneriaeth
Cydwasaethau
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Manager	
Are you managing returning staff?	
Have you discussed the All Wales COVID-19 Workforce Risk Assessment Tool with the member of staff?	
Have you discussed why the individual wants to return to work?	
Have you discussed their journey to work plans?	
Has the employee got a pre-existing mental or physical ill health condition?	
Does the employee have caring responsibilities?	
Have you considered the hours the individual will be required to work in the workplace environment? Flexibility of hours, days etc should be encouraged.	
You may want to think about developing a local plan for your team re: working arrangements based on individual circumstances and service needs. If you need any advice on this Workforce will be able to help.	
Have you discussed with your local Site Lead on return to the workplace arrangements such as hours and desk availability?	
Have you given consideration to those already in the workplace and rotas? We recommend keeping same people on same days on rotas (e.g. bubbles).	
<i>Please note below any residual issues to raise with Division Director or Workforce team:</i>	
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