Planning a return to the workplace: is it essential, is it safe, is it mutually agreed? YES Can the employee work from home? work and working lives Is the work essential? The employee should continue to work NO from home for the foreseeable future Use our top tips to get the most out of homeworking YES **Continue on Government CJRS scheme** • Use this time to put required health and safety measures in place (in line with Gov COVID-secure workplace guidance) and to consult with and train employees about a safe return to work Is it sufficiently safe? YES Employers have a duty of care to identify and manage risks to ensure that the workplace is sufficiently safe to return to. Follow Plan how to make the workplace as safe as the Government guidelines on social distancing measures, look at Begin gradual returns to work, first of all by possible and which employees can safely reconfiguring workspaces and common areas, change working hours clarifying which employees could return to the return. Use the <u>Gov COVID-secure workplace</u> to reduce risk of exposure, and increase workplace cleaning and workplace. guidance to work towards making the sanitation measures. Implement gradual returns to work to test these workplace sufficiently safe. You can also refer measures in practice and ensure they can work with larger numbers to the <u>risk assessment template</u> before encouraging more of their workforce back. Is the employee clinically extremely NO vulnerable? See Government guidance YES Is the employee clinically vulnerable or pregnant? Does the employee have caring responsibilities (ie childcare or Conduct <u>risk assessment</u> and offer employee safest possible role. The employee should remain at home on sick caring for a clinically vulnerable person)? leave or on furlough Have a clear dialogue about potential risks YES and concerns. Refer to our <u>Furlough guide</u> and our <u>FAQs on</u> self-isolating employees Refer to our <u>Returning to the workplace</u> guide for more information. Is the plan still for a YES Is a return to the workplace mutually agreed? return to the workplace? CIPD research found that 4 in 10 people are anxious about returning DISCLAIMER: The materials provided here are for general information purposes Following risk assessment offer employee to the workplace, and there are concerns some will be forced back. safest possible role. Have a clear dialogue It's vital there is clear dialogue between employer and employee and do not constitute legal or other professional advice. While the information about any potential risks and concerns and be so that individual concerns and needs can be raised and taken into is considered to be true and correct at the date of publication, changes in prepared to explore alternative options (for account, and flexibility will be needed from both parties to manage circumstances may impact the accuracy and validity of the information. The CIPD is example unpaid dependants leave). After this working times or schedules. not responsible for any errors or omissions, or for any action or decision taken as a discussion ask, is a return to the workplace YES Keep visiting the CIPD Coronavirus Hub for advice and guidance and result of using the guidance. You should consult a professional adviser for legal or mutually agreed? the Government website for the latest information other advice where appropriate. Refer to our <u>Returning to the workplace</u> guide or our employer response guide