

## Back to the Fold - Check List

Risk level: H = High, M = Medium, L = Low

Action Point	Y/N	Risk Level	Ownership	Next steps
<b>Pre return - People</b>				
Do you need to go back to the main place of work?				
Can you still operate fully working remotely?				
Identify who is still <ul style="list-style-type: none"> <li>shielding,</li> <li>living with a key worker (Who has to go out to work),</li> <li>other higher-risk employees e.g. pregnant, disabilities, other health conditions,</li> <li>family or caring considerations.</li> </ul>				
Review who is furloughed and who you need to come back: <ul style="list-style-type: none"> <li>Client need</li> <li>Skills set</li> <li>Travel arrangements</li> <li>Caring/ family commitments</li> <li>High risk employees</li> </ul>				
<i>Review in line with Government guidance on the furlough scheme (amend if it's possible to come back part time and claim furlough)</i>				
Maximum safe occupancy for each room/ workspace based on social distancing				
Shift pattern/ employee rotation – 1 day in the office, 1 day at home?				
Prepare return schedule with return dates and rotation schedule				
<b>Pre return - Building</b>				
Deep cleaning the building pre-open				
Ensure adequate cleaning supplies				
Ensure adequate sanitising equipment for all employees, desks and communal areas				
Prepare signage for all areas – 2m apart and hygiene				
Book daily end of day clean and weekly deep clean for office with cleaning company				
Review entry and exit into the building: <ul style="list-style-type: none"> <li>Do we need different entry and exit points?</li> </ul>				

<ul style="list-style-type: none"> <li>• Do we need to change how we enter e.g. if a buzzer, sanitation required after each touch</li> <li>• Can we install a touchless entry system?</li> <li>• Do we need to install sanitiser by the entry and exit points?</li> <li>• Do we need a method to temperature check employees as they come in</li> <li>• If high traffic, do we need to assign on a rota basis someone to watch the doors?</li> <li>• Do we have issues of cross contamination when coming into work?</li> <li>• Do we need to review locker rooms/ changing facilities?</li> </ul>				
<p>Kitchen and dining facilities:</p> <ul style="list-style-type: none"> <li>• Reduce points of contact e.g. no cupboard doors</li> <li>• Additional sanitation at start, middle and end of day</li> <li>• Recreation equipment – out of use</li> </ul>				
Pre return – H&S				
<p>Return to work risk assessments – Gov.uk and HSE websites</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-2-3">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-2-3</a></p> <p><a href="https://www.hse.gov.uk/risk/assessment.htm">https://www.hse.gov.uk/risk/assessment.htm</a></p>				
<p>Risk assessment for remote workers on client sites –</p> <ul style="list-style-type: none"> <li>• Virtual consultancy as standard?</li> <li>• Review client's Pandemic risk assessments (on website or ask for copy)</li> <li>• Process for consultants to follow if they are on client site and feel at risk (general H&amp;S as well as Pandemic related)</li> </ul>				
<p>Update return to work health questionnaire to cover Covid-19 illness</p>				
<p>Appoint Covid-19 H&amp;S champ &amp; ensure they are trained</p>				
<p>Review and change physical layout of office/ workspace to ensure social distancing</p>				

Does new equipment need to be ordered to enable Social Distancing? <ul style="list-style-type: none"> <li>• Extra desks</li> <li>• Plastic screens</li> <li>• Hand sanitiser dispensers</li> </ul>				
Prepare H&S training for returning team <ul style="list-style-type: none"> <li>• Social distancing</li> <li>• Changes to manual handling</li> <li>• Illness reporting</li> <li>• RIDDOR requirements</li> </ul>				
Order PPE if required (masks, gloves, sanitiser)				
Allocate PPE store(s) throughout the building with signage				
Pre- return Communication				
All hands call to communicate the RTW plan				
Speak individually with those who are: <ul style="list-style-type: none"> <li>• Coming back to office – no family/ shielding concerns</li> <li>• Coming back to office – with family/ shielding concerns. Give option to still work from home</li> <li>• Remaining working from home – no need to be in office <b>or</b> shielding/ live with key workers</li> <li>• Remaining furloughed</li> </ul> Schedule calls with managers HR prepare briefing note aide memoire				
Share return schedule with the team				