

This checklist is to assist businesses who are starting to think about possibly reopening or bringing employees back into the workplace safely. This is to be used as a guide and is not an exhaustive list.  
Please always check the Government guidance for the latest advice for your specific industry.



We always encourage you to contact HR Now on 01534 747559 if you do have any further questions or require specific guidance.

	Topic	Details	Completed
<b>COMMUNICATION</b> 	Communication	<ul style="list-style-type: none"> <li>Needs to be clear, transparent and honest</li> <li>What method is the best way to reach employees quickly?</li> <li>If the employee does not reply on email, considering sending a hardcopy</li> <li>Ensure everyone in the organisation, including at Board level, is communicated with</li> </ul>	
	Communication with employees	<ul style="list-style-type: none"> <li>Must be regular and transparent on various topics, including: new safety measures, any change to processes for employees and any new hours for example rotas of start and finish times</li> </ul>	
	Communication with suppliers	<ul style="list-style-type: none"> <li>Be clear to your suppliers and ensure they understand any new measures you have put in place</li> </ul>	
	External visitors	<ul style="list-style-type: none"> <li>Face to face meetings should continue to be discouraged and virtual meetings used where possible</li> </ul>	
<b>WELLBEING</b> 	Flexible work requests	<ul style="list-style-type: none"> <li>There may be an increase in these – ensure the statutory timelines and process are adhered to and that all requests and responses are recorded</li> </ul>	
	Check insurances	<ul style="list-style-type: none"> <li>Continue to talk to your PHI provider if you have employees off on long term sickness absence</li> <li>Ensure that your liability insurance is valid during this time</li> </ul>	
	Sickness absence	<ul style="list-style-type: none"> <li>Encourage employees if they are not feeling well – even with the slightest symptoms – to be honest and follow all government guidelines in terms of reporting symptoms</li> </ul>	
	Annual leave	<ul style="list-style-type: none"> <li>Can you encourage employees to use their annual leave evenly throughout the year, including in any lockdown period?</li> <li>Increased carried forwards or the option of selling holidays might be good options to consider</li> </ul>	
	Training for employees	<ul style="list-style-type: none"> <li>If procedures have changed in the workplace, ensure your employees are trained in a timely manner and before they return to the workplace</li> </ul>	
	Online training	<ul style="list-style-type: none"> <li>Now is a good time to complete any outstanding online training</li> </ul>	



<p><b>EMPLOYEES</b></p> 	<p>Temporary employment arrangements <i>(variations to contract / hours / etc)</i></p>	<ul style="list-style-type: none"> <li>○ Review what has been agreed</li> <li>○ Decide when they will come to an end and how will you communicate this</li> <li>○ Ensure any change is mutually agreed</li> <li>○ Who can continue to work remotely?</li> <li>○ To ensure you are not in contractual breach, contact HR Now for advice, guidance and support</li> </ul>	
	<p>Understand employees' personal circumstances</p>	<ul style="list-style-type: none"> <li>○ Don't make any assumptions as everyone will be different</li> <li>○ Proactively understand the current circumstances for all employees, with regards to vulnerable status, caring responsibilities, etc</li> <li>○ Actively listen and quickly respond to concerns about COVID 19, safety and the transition back into the workplace</li> <li>○ Be prepared – some employees may be reluctant to return</li> <li>○ For templated letters or specific guidance please contact HR Now</li> </ul>	
	<p>Phased approach</p>	<ul style="list-style-type: none"> <li>○ How many critical people do you really need in the workplace?</li> <li>○ Who can continue to work from home?</li> <li>○ Is a rota appropriate, with staggered start and finish times?</li> <li>○ How will you pick who comes in to work fairly?</li> </ul>	
<p><b>WORK ENVIRONMENT</b></p> 	<p>Landlord or building stipulations</p>	<ul style="list-style-type: none"> <li>○ Check if the landlord has any building stipulations you must adhere to</li> </ul>	
	<p>Common areas</p>	<ul style="list-style-type: none"> <li>○ How will you maintain these to ensure social distancing can be maintained?</li> <li>○ Do you need to mark out 2 metre zones and increase deep cleaning of these areas?</li> <li>○ Should there be an entry and exit, possibly one-way floor markers?</li> <li>○ If in a shared building, work with the other companies to agree safe principles</li> <li>○ Do any additional screens or barriers need to be erected?</li> </ul>	
	<p>Employees' desk space</p>	<ul style="list-style-type: none"> <li>○ Hot desking is not an option</li> <li>○ Can they sit comfortably 2 metres apart?</li> <li>○ Sharing of stationery should be forbidden</li> <li>○ Hand sanitiser and wipes should be provided</li> </ul>	
	<p>Review and update Employee Handbooks</p>	<ul style="list-style-type: none"> <li>○ Ensure Employee Handbooks reflect any permanent changes you may have made, caution required if they are contractual</li> </ul>	
	<p>Record</p>	<ul style="list-style-type: none"> <li>○ Keep documented evidence as to any decisions that are being made, what alternatives were considered and why the decision was taken</li> <li>○ Also record which employees have been on the premises and when</li> </ul>	



<b>HEALTH &amp; SAFETY</b> 		<ul style="list-style-type: none"> <li>Do you have a Lone working policy to cover evacuation/fire and security if there is only one person in the building? HR Now can help with providing templates</li> </ul>	
	Contingency planning	<ul style="list-style-type: none"> <li>Have a clear plan in place for if another lockdown occurs or employee sickness increases</li> </ul>	
	Health & Safety	<ul style="list-style-type: none"> <li>Will you provide PPE equipment? How will your employees adhere to the 2 metre physical distancing rule?</li> <li>Plan in advance how you are going to mitigate the risk of the virus spreading in the workplace</li> <li>Display <a href="#">this</a> poster if you comply to give reassurances to your employees</li> </ul>	
	Hand washing	<ul style="list-style-type: none"> <li>There is clear advice on when hands should be washed – ensure employees are educated and facilities provided</li> <li>Do you need to provide additional hygiene stations to accommodate for this?</li> <li>In line with government advice, display posters in the workplace</li> </ul>	
	Cleaning	<ul style="list-style-type: none"> <li>Frequent, possibly multiple times a day, deep cleaning may be required</li> <li>Consider whether ventilation needs to be improved</li> <li>Ensure frequently used shared equipment is wiped down regularly</li> </ul>	
	Travel to work	<ul style="list-style-type: none"> <li>Encourage employees to walk, cycle or use private transport to and from work</li> </ul>	
	Risk assessments	<ul style="list-style-type: none"> <li>Individual and business risk assessments should continue to be reviewed and actioned when necessary, especially if vulnerable employees plan to return to the workplace</li> <li>Ensure all employees are aware that the onus is on them to inform you if they are vulnerable or severely vulnerable – depending on the circumstances, you may need to gain confirmation from their GP regarding the risks associated with them returning to work and any additional adjustments that may be required to enable this</li> <li>A record of the risk assessment and hygiene plan should be available for inspection by the relevant authorities</li> </ul>	
<b>RESOURCES</b> 	<b>Government Advice:</b> <ul style="list-style-type: none"> <li><a href="#">Home page</a></li> <li><a href="#">Safe Exit Framework</a></li> <li><a href="#">Shielding the Severely Vulnerable &amp; Vulnerable</a></li> <li><a href="#">Government support for Businesses</a></li> </ul>	<b>Posters to display:</b> <ul style="list-style-type: none"> <li><a href="#">Compliance poster</a></li> <li><a href="#">Meeting room poster</a></li> <li><a href="#">Lift poster</a></li> <li><a href="#">Hygiene poster</a></li> </ul>	

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