Planning a return to the workplace: is it essential, is it safe, is it mutually agreed? Can the employee work from home? YES work and working lives Is the work essential? The employee should continue to work from home for the foreseeable future This will give you time to put safety measures and clear employee NO Use our top tips to get the most out guidance and consultation in place. of homeworking YES **Continue on CJRS** • 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 Gov COVID-secure workplace 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 risk assessment template before encouraging more of their workforce back. Is the employee clinically extremely NO vulnerable? See government guidance Is the employee clinically vulnerable or pregnant? YES Conduct risk assessment and offer employee Does the employee have caring responsibilities (ie childcare or safest possible role. The employee should remain at home either caring for a clinically vulnerable person)? on sick leave or on furlough Have a clear dialogue about potential risks YES and concerns. Refer to our furlough guide or our FAQs on NO self-isolating employees Refer to our returning to the workplace guide for more information. YES Is a return to the workplace mutually agreed? • CIPD research found that 4 in 10 people are anxious about returning Following risk assessment offer employee to work and there are concerns people could be forced back. It's vital DISCLAIMER: The materials provided here are for general information purposes safest possible role. Have a clear dialogue that there is a clear dialogue between employers and their people and do not constitute legal or other professional advice. While the information so concerns, can be raised and individuals needs and worries taken about any potential risks and concerns and be is considered to be true and correct at the date of publication, changes in prepared to explore alternative options (for into account. Flexibility is needed on both sides to accommodate circumstances may impact the accuracy and validity of the information. The CIPD is example unpaid dependants leave). After this different 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 result of using the guidance. You should consult a professional adviser for legal or YES Keep visiting the CIPD Coronavirus Hub for advice and guidance and mutually agreed? the Government website for the latest information other advice where appropriate. Refer to our Returning to the workplace guide

or our employer response guide