

# Return to Work Checklist

As we prepare to go back to the workplace post lock down, there are many things we need to consider for the safety and wellbeing of our employees.

To help, we have put together this handy checklist.

- A thorough risk assessment of the workplace has been carried out to ensure the safety of staff and minimise the risk of infection
- A deep clean of the workplace has taken place
- Hand sanitising or hand washing facilities are available
- Absence procedures have been re-communicated to all employees
- Two metre markings are in place and routes of moving have been communicated
- Re-inductions are planned to consider the health, safety and wellbeing of people returning to the workplace
- Plans have been put into place to support the mental wellbeing of people returning to work
- Vulnerable workers have been considered and strategies in place to protect them
- Notice has been given to furloughed employees
- Working patterns have been reviewed to support social distancing
- Measures have been put into place to safely provide sustenance to employees
- You have a clear annual leave policy