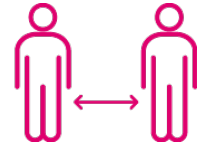


Returning to work discussion – Covid-19

Note: The majority of Glasgow Life’s employees have been away from their workplace during the coronavirus pandemic and some may feel anxious about returning. This document will help you record conversations with your staff and identify any concerns they may have or support they feel they need ahead of their return to work. Please reassure your colleagues that their health and wellbeing remains Glasgow Life’s priority.

Name of employee:
Job title:
Name of manager:
Date of conversation:
What adjusted working arrangements have been in place during lockdown?
Does the employee have any caring commitments that have been affected by Covid-19 e.g. a breakdown in normal caring arrangements?
Does the employee have any underlying health conditions which require support?
Has the employee been shielding? If yes, ask for copy of shielding letter and discuss completion of occupational risk assessment.
How will the employee travel to work?
Will the employee need any further training on new or updated company processes?
Is the employee familiar with the venue overlay plans and the risk control measures to protect their health and safety?



Are they able to wear a face covering? If not, consider their workplace location to avoid being front-facing.
Is the employee aware of who to contact if they have symptoms of, or believe they have been exposed to, Covid-19?
How is the employee's mental health?
Discuss additional support measures available.
Does the employee have any other concerns? If yes, an occupational risk assessment can be completed and attached to this form.
Any other comments?
Returning to work plan
Date of return to work:
Location of workplace:
Hours:
Date of review (If applicable):
Responsibilities upon return: