

Returning to work – guidance notes for managers

Glasgow Life recognises that its workplaces and venues will be different when we start to reopen and that some of our employees may feel anxious or have concerns.

These guidance notes should be used with the accompanying returning to work discussion template to help you conduct and record return to work conversations with your team.

What adjusted working arrangements have been in place during lockdown?

For example, furlough/temporary homeworking. Input all relevant dates, including if the employee was furloughed more than once, or on flexible furlough.

Does the employee have any caring commitments that have been affected by Covid-19 e.g. breakdown in normal caring arrangements?

Discuss how these may be overcome and note down any solutions.

Has the employee been shielding?

If yes, ask the employee to provide a copy of their shielding letter and email copy to ERGL@glasgowlife.org.uk.

Discuss the completion of an occupational risk assessment. The completion of an occupational risk assessment is advisable, however if the employee does not have any concerns about their return, it is not mandatory.

You should make a note if the employee declines, and advise them they can request it is completed at any time.

Does the employee have any underlying health conditions which require support?

A particular focus should be given to conditions that could place the employee at higher risk from Covid-19, in line with NHS guidance.

An occupational risk assessment can be completed if the employee is concerned that their underlying condition may make them more vulnerable, should they contract the virus.

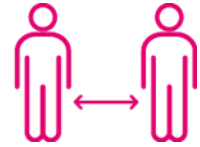
How will the employee travel to work?

Specify if they are using public transport or their own vehicle or walking/ cycling.

Will the employee need any further training on new or updated company processes?

Specify if the employee was furloughed and undertook training; list any GOLD courses completed. Agree how they will complete Glasgow Life's mandatory 'Coronavirus Awareness' training course on GOLD ahead of their return.

Is the employee familiar with the venue overlay plans and the risk control measures to protect their health and safety?



Discuss or confirm that the employee has received information on health and safety measures that will be in place on their return such as changes to entrances/exits, PPE equipment etc. Confirm that they have received and read Glasgow Life's Returning to Work Guide: Version 1 (available on the staff web portal) and discuss any issues/concerns.

If your employee is unable to wear a face covering, you should explore options to move them away from front facing tasks.

Is the employee aware of who to contact if they have symptoms of, or believe they have been exposed to, Covid-19?

Confirm that the employee is aware of the appropriate reporting procedures.

How is the employee's mental health?

Discuss how the employee is feeling and their stress levels; it is advisable to consider how pre-existing conditions could have been exacerbated by the pandemic. Consider if they will need further support.

Discuss additional support measures available.

Confirm if the employee knows how to contact counselling services, such as Glasgow Life's employee assistance provider, Workplace Options (details are included in the Returning to Work Guide).

Does the employee have any other concerns?

Invite the employee to specify any other worries they have and make notes of the conversation.

If the employee has concerns you should discuss the completion of an occupational risk assessment with them and schedule a further meeting to discuss their level of vulnerability and any adjustments that may be required.

Should concerns still exist after the occupational risk assessment and discussion has taken place you should contact your ER Advisor or HRBP for further advice.