

BACK TO WORK CHECKLIST

HAVE YOU CONSIDERED?



Carry out a workplace risk assessment

How many employees do you need to return?

Who can continue to work from home?

Are your managers trained to manage remote teams?

Do you need to send letters to end or extend furlough?

Do you need to seek HR advice on any redundancy issues?

How do you arrange workspaces for social distancing?

Do you need to change shift and working patterns or numbers in work for safety?

How will the consultation and communications process with employees work?

Communicate changes to hours or contracts

Consider staff travel arrangements and car park spaces

How do you plan to address any concerns such as childcare and those that are vulnerable?

Have you considered your cleaning regime?

We're here to help with your transition back into the workplace, contact us today.



01256 328428



info@realityhr.co.uk



The Manor House
Lutyens Close
Basingstoke
RG24 8AG



www.realityhr.co.uk/coronavirus