Returning to work: Is it essential, Is it safe, Is it mutually agreed?

WardWilliams HR Limited

Can you work from home?

- **Yes** → The employee should continue to work from home.
- **No** → **Is the work essential?**

Is the work essential?

- **No** → Continue on the Government CJRS.
- **Yes** → **Is it safe?**

Is it safe?

- **No** → Plan how to make the workplace as safe as possible and which employees can safely return. Use our 'Return to the workplace' guidance to work towards making the workplace sufficiently safe. You can also refer to the risk assessment template.
- **Yes** → Begin gradual returns to work, first of all by clarifying which employees could return to the workplace. → **Is the employee clinically extremely vulnerable?**

Is the employee clinically extremely vulnerable?

- **Yes** → The employee should remain at home on sick leave or on furlough
- **No** → **Is the employee clinically vulnerable or pregnant?**

Is the employee clinically vulnerable or pregnant?

- **Yes** → Conduct risk assessment and offer employee safest possible role. Have a clear dialogue about potential risks and concerns.
- **No** → **Does the employee have caring responsibilities (ie childcare or caring for a clinically vulnerable person)?**

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- **Yes** → Following risk assessment offer employee safest possible role. Have a clear dialogue about any potential risks and concerns and be prepared to explore alternative options (for example unpaid dependants leave). After this discussion ask, is a return to the workplace mutually agreed?
- **No** → **Is a return to the workplace mutually agreed?**

Is a return to the workplace mutually agreed?

It's vital there is clear dialogue between employer and employee so that individual concerns and needs can be raised and taken into account, and flexibility will be needed from both parties to manage working times or schedules.

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