**Protecting our staff – returning to work and health risk assessments**

**Individuals with vulnerable medical concerns working during COVID-19**

For some employees, additional support or adjustment etc. may be required to enable them to undertake their role. This checklist has been devised as a way to record individual-specific adjustments for named individuals on a case-by-case basis. Any details about the employee or worker's medical condition must be kept confidential.

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| --- | --- | --- | --- |
| Name |  | Job title |  |
| Work location |  | Manager |  |
| Brief description of role |

**Section One: Employee Status**

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| Q1: Is the employee in the ‘[*clinically extremely vulnerable*’](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) group?(*you probably already know this as part of your initial COVID-19 assessment and planning*) | Yes | No |
| If yes, recommended action(s):* Stay at home
* Current government advice is for this group to remain at home, shielded until the **end of June**
* Ensure regular scheduled communication is maintained to support mental wellbeing
* Ensure individual remains engaged / included in team discussions
* Advise HR / ensure any HR-related processes are followed
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| Q2a: Is the employee in the ‘[*clinically vulnerable*’](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) group?(*you probably already know this as part of your initial* No *COVID-19 assessment and planning*) | Yes | No |
| If **YES**, recommended action(s):* Current government advice is for this group “*to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household*”
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| Q2b: Can the employee continue to work at home? | Yes | No |
| If **YES**, recommended action(s):* Continue to work at home if possible
* Ensure regular scheduled communication is maintained to support mental wellbeing
* Ensure individual remains engaged / included in team discussions
* Advise HR / ensure any HR-related processes are followed
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| If **NO**, please explain why e.g. the work is a manual job / it is site-specific etc. |

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| Q3: Is the employee in a ‘[*non-clinical vulnerable’*](https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy) group?This group may be vulnerable’ due “*to non-clinical factors, such as children at risk of violence or with special education needs, victims of domestic abuse, rough sleepers and others*”(*you might already know this as part of your initial* No *COVID-19 assessment and planning)* | Yes | No |
| If **YES**, recommended action(s):* Current government advice is for people in this group “*to follow general guidance except where they are also clinically vulnerable or clinically extremely vulnerable, where they should follow guidance as set out above”*
* Ensure employee is supported and directed to sources of help and specialist support if needed
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**Section Two: Additional considerations**

If the employee cannot work from home, consider the following:

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| Q1: Does the employee live with or care for other vulnerable people?  | Yes | No |
| Q2: Does the employee have care responsibilities e.g. for children? | Yes | No |
| Q3: Will the employee use public transport to travel to / from work or as part of their role? | Yes | No |
| Q4: Can social distancing be maintained (2m) for the majority of time i.e. minimise exposure? | Yes | No |
| Q5: Does the work involve dealing with visitors, contractors or members of the public?  | Yes | No |
| Q6: Does the employee have to come into work *every* day i.e. minimise exposure? | Yes | No |
| Q7: Can the employee work with the same cohort (small group of people) i.e. minimise exposure? | Yes | No |
| Q8: Does the role normally involve the use of Personal Protective Equipment (PPE)? | Yes | No |

**Section Three: Control measures to mitigate exposure / transmission of COVID-19**

Based on the information above, supported by the service Covid-19 risk assessment and control measures (and any risk assessment associated with job activities) identify the ***specific measures*** to support ***this employee*** to return to work, continue to work from home.

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| Action required – options to explore | By whom / when | Completed date |
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**Consult with the employee and discuss control measures in place**

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| Employee (signed) |  | Date |  |
| Manager (signed) |  | Date |  |