

Interim Policy – COVID 19 Returning Colleagues

All Returning Colleagues

In line with current Government guidance, where a Colleague can work from home they should be encouraged to do so.

Any Colleague returning to the workplace following the coronavirus pandemic impact - furlough, shielding and vulnerable colleagues - should be briefed on all measures currently being implemented in their workplace to control the virus and their responsibility in implementing and maintaining these measures, ideally prior to their first day on site.

They should also be directed to the current COVID-19 related risk assessment should they require it.

Shielded Colleagues

Although our sites are considered to be "COVID Safe" and measures are in place to control the spread of the virus, our "Shielding" colleagues will require a further assessment of the risks associated with their return to the work place **prior** to their return to identify where current measures may need to be altered or changes made to allow them to adhere to the latest Government advice, primarily stricter social distancing.

The colleague's line manager must complete the assessment using the form "Risk Assessment COVID-19 Returning Shielded Colleagues" discussing their findings with the colleague. Where adjustments are required and practicable these should be agreed and implemented as part of the agreement to return to work.

It is important that both the colleague and line Manager are comfortable with the colleague's return to work and that the risks are controlled.

Pregnant Colleagues

Although there is no evidence that pregnant women who get coronavirus are more at risk of serious complications than the general population or that coronavirus increases the risk of miscarriage, as a precaution, pregnant women have been identified as a vulnerable group for coronavirus. Pregnant women without symptoms or serious underlying health conditions are advised to follow national social distancing advice.

Therefore, pregnant colleagues, nursing mothers or colleagues who have had a baby within 6 months of their proposed return to work date will require both the Society's "ML2 return to work" form as well as the "COVID 19 Risk Assessment Vulnerable Colleagues" document to be completed as soon as possible following notification.

Where necessary and practicable, adjustments should be made to mitigate any identified risks that the Colleague may face in returning to the working environment.

Concerns raised by returning colleagues

Situations where identified risks cannot be addressed, or the Colleague has concerns about returning to their work place, should be directed to the Health & Safety Team in the first instance.

In the event of non-resolution, the case will be passed to HR for consideration.

Return Dates

Under current guidance, it is not expected that shielded and vulnerable colleagues will return to work prior to 1/8/20 in England and 16/8/20 in Wales.