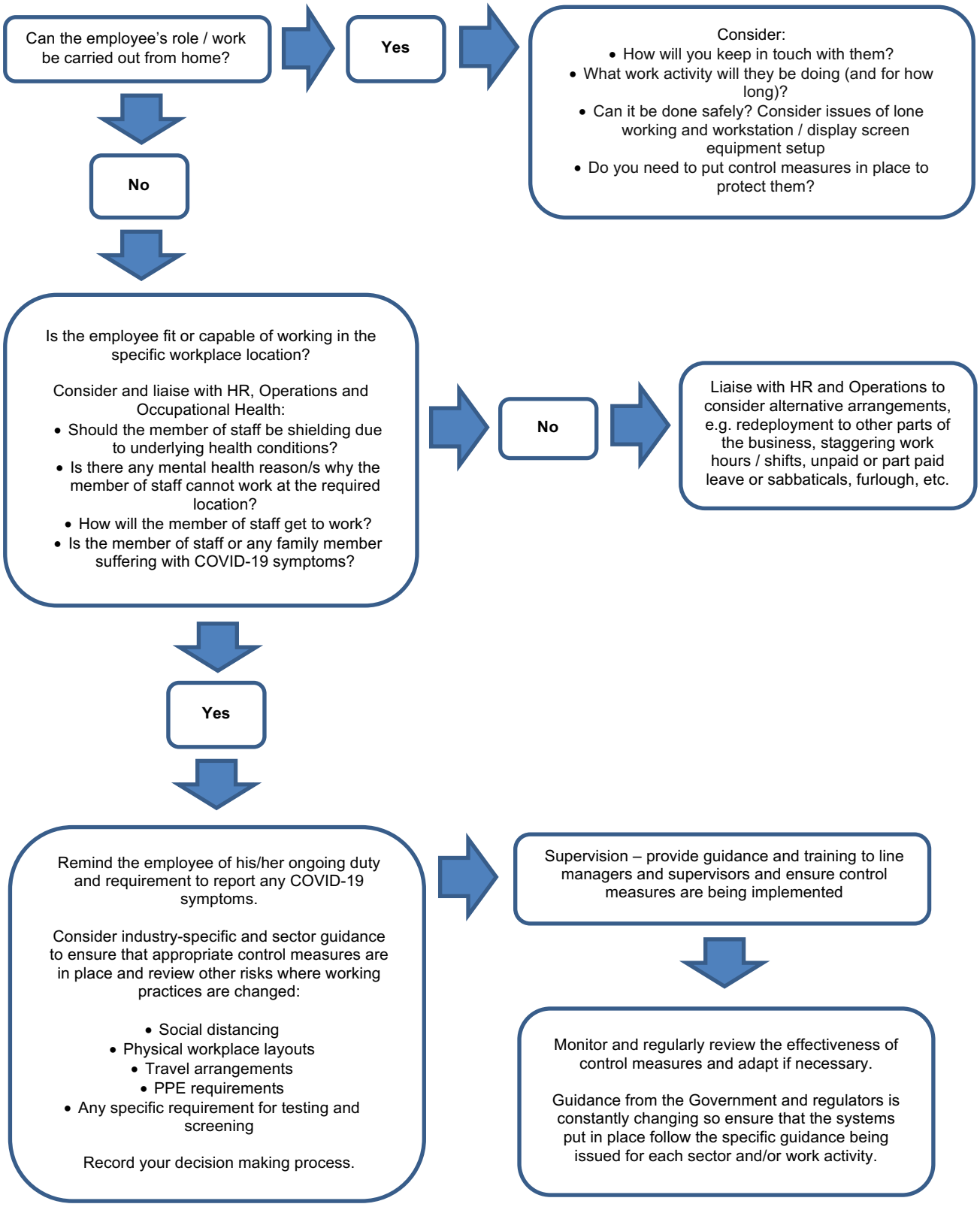
Can the employee's role / work be carried out from home?
Yes
Consider:
• How will you keep in touch with them?
• What work activity will they be doing (and for how long)?
• Can it be done safely? Consider issues of lone working and workstation / display screen equipment setup
• Do you need to put control measures in place to protect them?
No
Is the employee fit or capable of working in the specific workplace location?
Consider and liaise with HR, Operations and Occupational Health:
• Should the member of staff be shielding due to underlying health conditions?
• Is there any mental health reason/s why the member of staff cannot work at the required location?
• How will the member of staff get to work?
• Is the member of staff or any family member suffering with COVID-19 symptoms?
No
Liaise with HR and Operations to consider alternative arrangements, e.g. redeployment to other parts of the business, staggering work hours / shifts, unpaid or part paid leave or sabbaticals, furlough, etc.
Yes
Remind the employee of his/her ongoing duty and requirement to report any COVID-19 symptoms.
Consider industry-specific and sector guidance to ensure that appropriate control measures are in place and review other risks where working practices are changed:
• Social distancing
• Physical workplace layouts
• Travel arrangements
• PPE requirements
• Any specific requirement for testing and screening
Record your decision making process.
Supervision – provide guidance and training to line managers and supervisors and ensure control measures are being implemented
Monitor and regularly review the effectiveness of control measures and adapt if necessary.
Guidance from the Government and regulators is constantly changing so ensure that the systems put in place follow the specific guidance being issued for each sector and/or work activity.