

## RETURN TO THE OFFICE

### Conduct a risk assessment

It's important to think about each role individually, considering whether it can be done remotely. If the role cannot be performed from home, identify the steps you can take to mitigate risk.

### Conduct a 1:1 with every member of the team

Talk personally to your team members, ask how they are feeling - do not judge. Be empathetic of any concerns around returning to work. Find out if they have any underlying issues that you should be aware of – either for them personally or family members at home.

### Demonstrate high standards of hygiene

It's vital that the work environment is spotlessly clean at all times. Consider doing a deep clean prior to the first day back and regularly thereafter. Provide hand gels, wet wipes etc

### Stay Informed

Keep up to date on Government guidelines. Ensure you have followed all advice.

### If staff can work from home, let them do this

If members of your team can work effectively when remote-based, then allow them to do this. You will need to build trust and show that you value their work. Maintain regular contact.

### Consider staggering start times

Do you need to bring everyone back at the same time? Can you do a rota and stagger start times?

### Conduct a review

It is important to conduct regular 1-2-1 meetings to see how the employee is feeling. Ask whether they would benefit from any training, development etc.

### Remain open, transparent and considerate

Make decisions transparently and base them on your team's individual needs - they probably each have very different pressures and concerns.

### Conduct a survey

Consider conducting a survey to see gauge morale, fears or concerns. What's working and what isn't.

**What if an employee doesn't want to return?** - if you have followed the tips above and an employee does not have reasonable grounds and refuses to return then you may withhold pay or commence disciplinary proceedings. However, please seek HR advice before you proceed down this route.

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