COVID-19 Return from Disability Leave Checklist

This checklist is to help assess whether it is safe and appropriate for clinically vulnerable employees to return and maintain attendance in the workplace. Where someone is clinically extremely vulnerable and shielding, government guidance suggests they should not be working on a Nationwide premise before 1st August 2020.

Where a vulnerable employee has recently returned to work

It is important that vulnerable employees within the workplace are able to safely carry out their role by adhering to appropriate social distancing measures. Please use this checklist to assess and capture whether these are currently in place and can be maintained, you should also take the opportunity to review whether any other measures and support should be put in place.

Where a possible return to work has been identified for a vulnerable employee

As long as social distancing measures can be met it can now be safe for vulnerable employees (in England, Wales and Scotland) to return to their normal place of work from 1 July 2020 unless local government guidance or a medical professional indicates they should remain at home. It's important that prior to any future return to work a conversation takes place with the employee to check whether social distancing needs can be met and assess whether any other measures and support should be put in place. Please use this checklist to guide you in this discussion and capture all relevant points.

For further advice on COVID-19 at Nationwide please review the FAQ's within the HR Help Point. Support and guidance on more complex or sensitive issues is available via AskHR create a case.

Employee Name:	Date of Discussion:

Risk Assessment

Each branch and admin site floor have regular Covid-19 Risk Assessments carried out. Alongside the Risk Assessments, Playbooks have been produced for both branch and admin buildings that outline the physical changes made in the building and for our larger admin buildings, videos have been produced to help visualise the changes. Please talk through the most recent applicable existing Risk Assessment with your employee, highlighting any social distancing measures that are in place and making them aware of any changes that have been made to the working environment.

Does the risk assessment allow the employee to practise safe social distancing throughout their workday?

Does the employee have any concerns with returning to work? (Please detail these)

Are there any additional measures that can be put in place to allow a safe return to work and address any concerns the employee may have? (Please capture any agreed actions)

Are there any other factors that may impact the employee's return to work?

Where it is not possible for your employee to return to the workplace safely, you should consider whether alternative duties and location of work may be appropriate, including working from home, please refer to the Disability Leave Return Process for more information.

Wellbeing

It is important that we consider our physical and mental wellbeing during these uncertain times. Please review the information available through The Looking after yourself and others intranet site and detail any of the support measures that you've considered.

Adjustment Passport

Where there are personal or medial conditions that may be impacting an employee at work, the Adjustment Passport is a useful tool to facilitate a conversation around workplace adjustments and any support that may be needed. Further information, along with guidance and FAQs can be found on the Employee Disability intranet page.

Personal Emergency Evacuation Plan (PEEP)

Where appropriate please re-evaluate any existing PEEP's to ensure they are up to date and the employee's current needs are provided for. If you need support with this and you're based in an admin building, please contact the Facilities Consultant. Otherwise please contact the Health & Safety Team.

First day of Return to Work

As part of your employee's return to work the following activities should be completed;

- Social distancing e-learning
- Familiarise your employee with the relevant playbook. This is a digital guide to the main measures in the workplace and what colleagues can to do help. For larger admin buildings, it includes a virtual tour of the building and information on your local facilities consultant who can be available for queries surrounding a return to work.
- Verbally updated on all social distancing best practice measures
- Check in with employee to confirm that they are happy that all measures are sufficient to protect them.

Additional Comments:

Has a return to work within the workplace been agreed by both manager and employee? Yes/No

Manager signature:
Date:

Employee signature:
Date:

Has alternative agreement been reached? Please detail here (for example, home working, further period of disability leave)

Manager signature:
Date:

Employee signature:
Date:

Please ensure a copy of this form is saved locally.