

CIPD Coronavirus webinar series

Understanding the return to workplace guidance

13 May 2020

Welcome

Katie Jacobs, Senior Stakeholder Lead, CIPD

CIPD



Today's speakers

Katie Jacobs

Senior
Stakeholder
Lead, CIPD

Peter Cheese

Chief
Executive,
CIPD

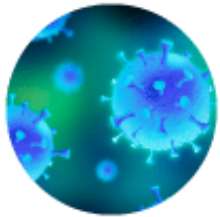
Anne Harriss

President Elect,
Society of
Occupational
Medicine

Andrew Willis

Head of Legal
& Advisory,
HR-Inform

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**Covid-19
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Context

Peter Cheese, Chief Executive, CIPD

CIPD



A risk assessment approach to a safe return to work post COVID-19

Professor Anne Harriss, President Elect, Society of Occupational Medicine



Return to work – general issues

Use a risk assessment approach with strategies to ensure the workplace, and how work is carried out, does not put employees at risk.

Be aware of the possible impact on mental **and** physical health

Plan the return: it requires a multi-faceted approach.

The SOM toolkit, available from 18 May 2020, will help businesses to manage and sustain this return

<https://www.som.org.uk>

How the Corona-19 virus spreads

Two modes of spread:

Droplets: Predominantly by coughing, sneezing - respiratory hygiene etiquette and safe disposal of tissues essential

Surfaces: A person sneezes: droplets land on surfaces (eg table, desks, computer keyboards). A person touches the surface it then spreads onto their hands they put themselves at risk when they touch their face or eyes. They put others at risk if they then touch other surfaces. NB Regular hand washing/alcohol rubs!!.

This web link shows surface to surface spread: <https://www.youtube.com/watch?v=ZmOzIXASjV8>

Risks and your workplace

Higher Risk

- Location – located in busy conurbations – travel issues where social distancing cannot be assured
- Increased potential for person:person contact
- Difficulties in maintaining social distancing of at least 1m
- Employees with significant health problems – shielding
- Equipment and/or work areas which are difficult to clean
- Workplaces with poor management strategies
- Don't forget the impact of COVID-19 on both physical **and** mental health wellbeing

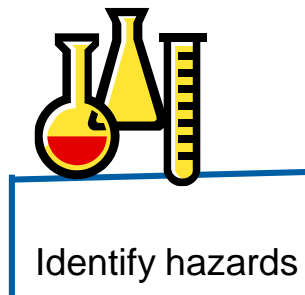
HSE Five Steps to Risk Assessment



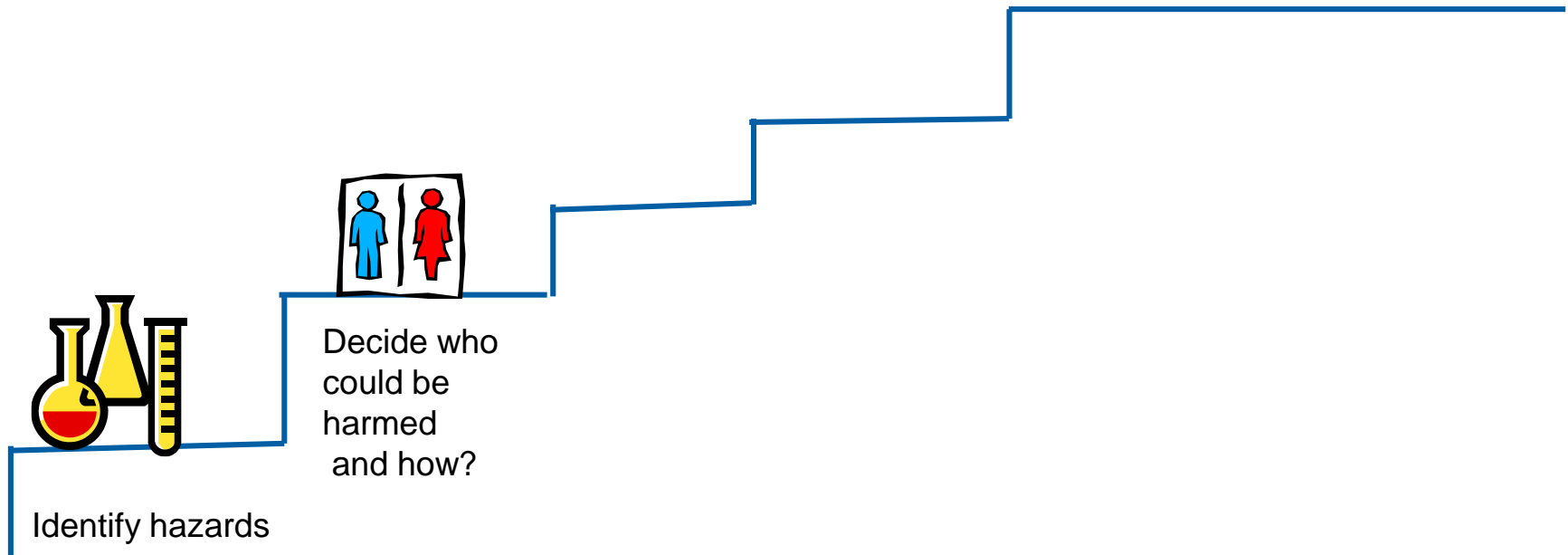
Download free pamphlets at:

<http://www.hse.gov.uk/pubns/indg163.pdf>

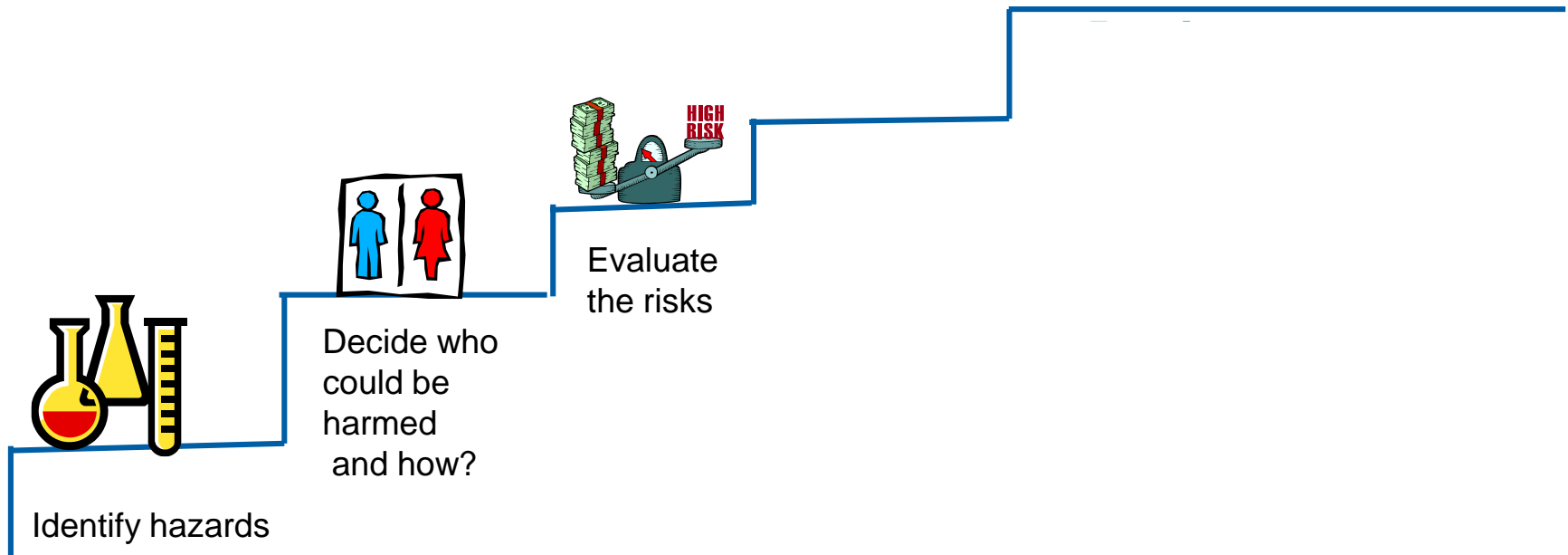
Five Steps to Risk Assessment – step 1



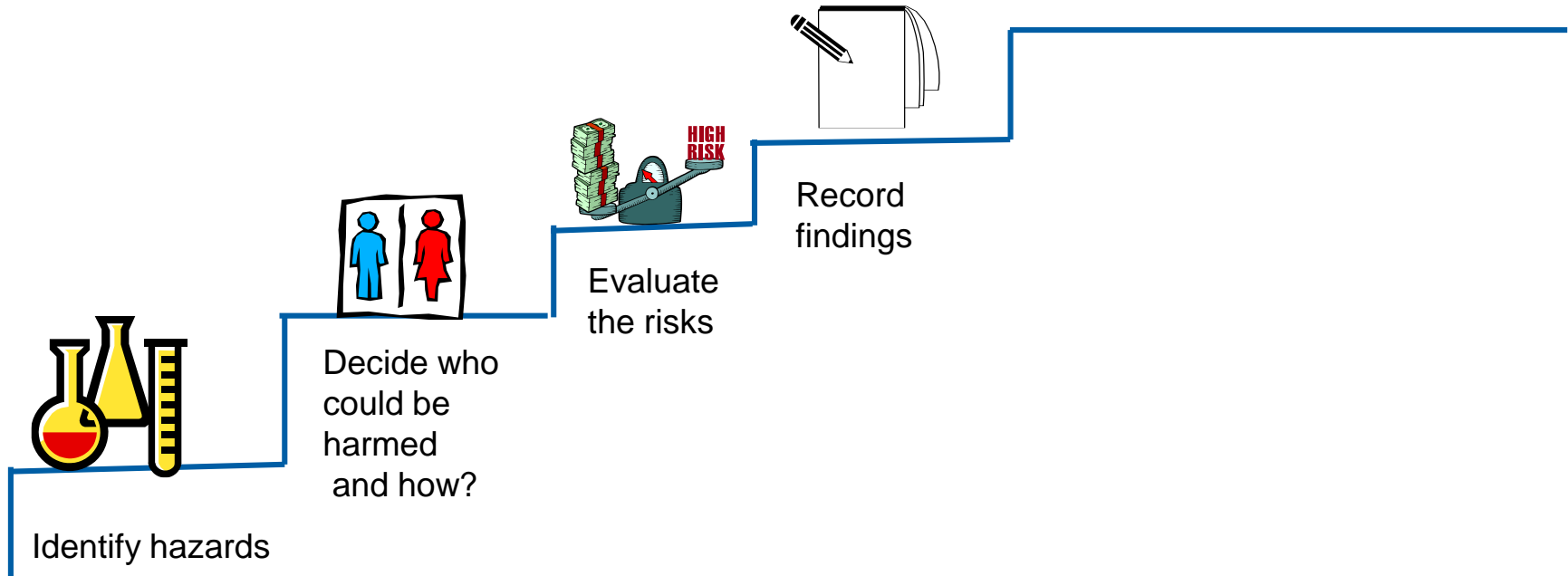
Five Steps to Risk Assessment – step 2



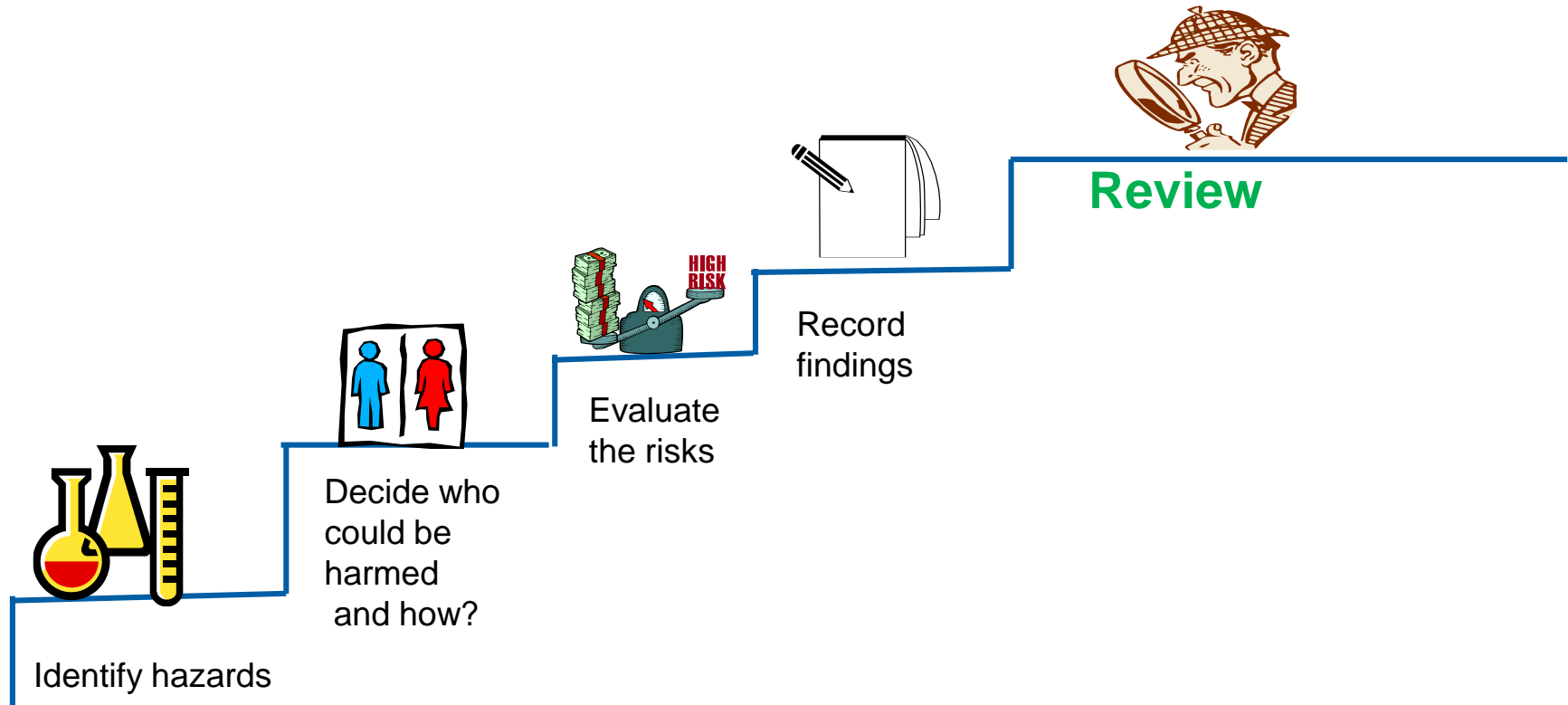
Five Steps to Risk Assessment – step 3



Five Steps to Risk Assessment – step 4



Five Steps to Risk Assessment – step 5



Think

Premises, People, Process, Equipment, Policies, Procedures

Hazards- **Biological, Chemical, Ergonomic, Psycho-social**

Consider the work cycle:

What is done and how it is undertaken

Safe Systems of work

Some questions: Who? What? Where? When? Why - Can we change the way we work post COVID-19?

Implications?

Important considerations

Social distancing

Hygiene

Work management

Mental and physical health support

Make provision for people who may be taken ill at work –
protect and brief first aiders – policy development

An example of a COVID-19 Safety plan (a document from New Zealand)

COVID-19 Safety Plan

COVID-19 Safety Plan Template produced by the New Zealand Government available at

<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-safety-plan-what-you-need-to-think-about>

Additional government resources

Protecting health and maintaining productivity

Government guidance for employers and business at: <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Guidance for specific sectors at: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

HSE guidance at: <https://www.hse.gov.uk/news/coronavirus.htm#>

Vulnerable workers

Government guidance on protecting the most vulnerable and shielding at:
<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>

Legal insight

Andrew Willis, Head of Legal & Advisory, HR-Inform



Extension of furlough scheme / COVID-19 recovery strategy

Extension of furlough scheme until the end of October:

- the Government will continue to reimburse 80% of furloughed workers' wages, up to £2,500 per month, until the end of July
- from August there will be a greater element of flexibility allowing firms to bring staff back to work, but employers will need to “share with the Government the cost of paying salaries”

Extension of furlough scheme / COVID-19 recovery strategy, cont.

50-page guidance document published on Monday, includes the following on work during “Step One” (applicable from Wednesday 13 May):

- for the foreseeable future, wherever possible, workers should continue to work from home
- all workers who cannot work from home should travel to work if their workplace is open
- as soon as practicable, workplaces should follow the new “COVID-19 Secure” guidelines

COVID-19 Secure guidelines

Five key points highlighted by the Government:

1. Employees should continue to work from home if they can
2. Employers should carry out a COVID-19 risk assessment, in consultation with workers/unions
3. Employers should maintain 2 metres social distancing, wherever possible
4. Where people cannot be 2 metres apart, manage transmission risk
5. Employers should reinforce cleaning processes

COVID-19 Secure guidelines, cont.

Eight guides:

- Construction and other outdoor work
- Factories, plants and warehouses
- Labs and research facilities
- Offices and contact centres
- Other people's homes
- Restaurants offering takeaway or delivery
- Shops and branches
- Vehicles

Managing the return to work

Contact, clarity, consistency:

- ideally line managers should discuss the return to work with each employee, one to one
- if this isn't possible a written communication at least is advisable, inviting queries and clearly setting out expectations
- following the return to work employers should adopt a consistent approach to managing COVID-related issues

Managing the return to work, cont

Employees who are reluctant or refuse to return to the workplace because of concerns around coronavirus – ask first:

- can the employee be placed / remain on furlough?
- can the employee work from home?
- can employee concerns be addressed by different start times, workplace alterations etc.?

Consequences of refusing to work if situation not covered by current guidance might include the withholding of pay or even disciplinary action, but very much a last resort – bear in mind:

- the discrimination risk
- the unfair dismissal risk (including in the context of constructive dismissal)
- the risk of an automatically unfair dismissal claim

Employees who are non-compliant:

- ensure workplace rules and consequences of non-compliance are set out clearly and communicated to all employees
- apply rules consistently

Questions

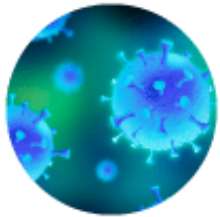
Please submit your questions for:

- Peter Cheese, Chief Executive, CIPD
- Professor Anne Harriss, President Elect, Society of Occupational Medicine
- Andrew Willis, Head of Legal & Advisory, HR-Inform

Please use the Q&A function to submit your questions



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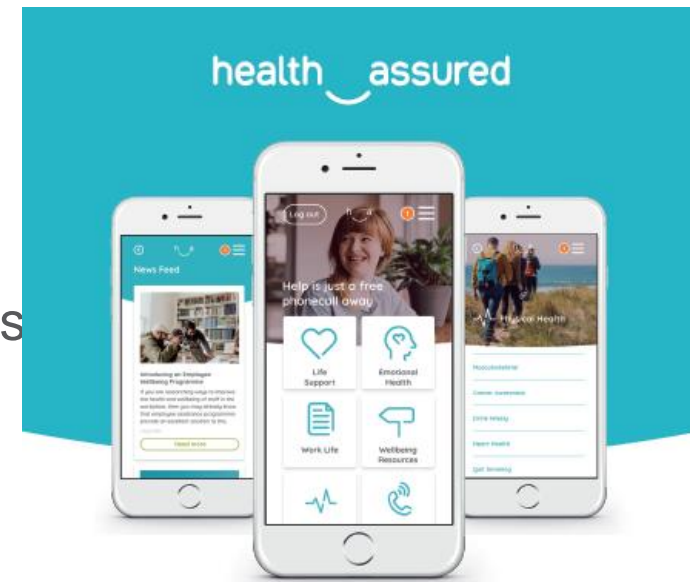
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New Well-being Resources



- We've partnered with **Health Assured** to support members mental health and well-being
- Unlimited free 24/7 confidential telephone helpline, online portal & Health e-Hub app
- The resource provides:
 - Legal information
 - Debt and financial information
 - Manager consultancy and support
 - Information on work and home issues
 - Factsheets, advice, information and self-help tools
 - Links to specialist support organisations
 - A resources area with; programmes, videos, webinars, medical information and mini health checks.



Health e-Hub from Health Assured
Support in the palm of your hand

[Download the Health e-Hub now](#)

Further information

- cipd.co.uk/coronavirus
- [CIPD COVID-19 workforce planner](#)
- [CIPD community](#)
- [COVID-19 Safety Plan Template produced by the New Zealand Government](#)
- [Government guidance for employers and business](#)
- [Government guidance for specific sectors](#)
- [Government guidance on protecting the most vulnerable and shielding](#)
- [HSE guidance](#)

