BUSINESS AS USUAL

Returning to Work

Make a list of your employees and their key roles and responsibilities

Who do you need back to work first?

Do you need a phased return and what would this look like?

Can you stagger people’s days to minimise contact?

How many people can safely be at work and keep 2m apart?

Do furloughed employees need to return on reduced hours?

How quickly will your cash flow be operational – can you return key people sooner to start rebuilding?

How many hours does each person need to work to be productive versus what you can sustain financially?

Have you communicated your plan to your employees?

Induction and Changes

Plan your induction – hold a team meeting or individual return to work interviews

Make notes on what you want to improve on

Plan any changes – who will it impact, how will it impact them?

Ask employees for their suggestions – they use the systems

Discuss any changes to processes and systems

Assess the effectiveness of change during and after

Health & Safety

Effective hand washing and social distancing are more effective than masks and gloves

Can employees keep 2m apart? If not, can you provide additional protection (such as screens)?

Encourage employees to contribute to a cleaner environment

Let your employees know their welfare is important and how you intend to look after them

Holidays

What holidays do your employees still have left?

Do you need to restrict how many days they can take when they return?

Do you want to enforce some leave now? If so, do you need to give notice now?

How do you allocate holidays – first come first served won’t work?

If you have to say no to holiday requests, explain why and offer alternatives

How will you monitor and allow employees to use carried forward holidays?

Flexible Working

Everyone has the right to request flexible working – changes to their work pattern or location

Be flexible, but also be aware of the benefits of coming together as a team

You must consider a flexible working request, but you can say no

Do a quick review of your work from home employees – have they been productive, did they stay in touch, did you trust that the work was getting done?

Mental Health and Wellbeing

Employees may still feel anxious about returning to work – listen to their concerns

If employees have lost family or friends grief may hit them when they return to normal. Also consider ahead to anniversaries of loss and stress

Sickness levels may increase as immune systems are lowered – use your absence management processes

Can you adopt a ‘take time to recover and stay away’ policy to stop the spread?

Motivation levels will differ – some will be super motivated and may slump later, others may take time to get going

How can you engage employees – what fun things can you do as a team?

Learn to spot the signs of mental health problems and make sure your managers know too

If you do spot someone struggling, have a ‘how are you’ conversation and encourage support from the GP or from your employee assistance programme

Talk to them about how you can help – can you alter their workload or hours, give them a buddy, provide a safe space to retreat to?

BUsiness with a twist

Reduced Hours and Redundancies

Have a clear rationale and selection process

Document everything!

Consult with employees about changes, why you are making them and how they will affect each person

Seek employee agreement to changes, or you may have to dismiss and re-engage

For redundancies, notify employees they are At Risk

Hold a formal meeting to discuss selection process, alternatives and concerns

Finalise the process in writing

Problems and Disciplinaries

Use return to work meetings to discuss minor concerns

Don’t be afraid to use your disciplinary process if the misconduct or poor performance warrants it

Extend probation periods for employees that you have not had suitable time to assess

If you need any help with any of the above please contact us on 01282 678321 or email us at [info@cubehr.co.uk](mailto:info@cubehr.co.uk). You can also visit out website [www.cubehr.co.uk](http://www.cubehr.co.uk)