# Checklist for Managers of Staff Returning to Campus

Managers should tick off each of the below items in the list for each individual in their team being asked to return to work on campus.

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| --- | --- |
| Manager has considered carefully whether role allows individual to work at home for some or all of the time.  Please note:   * Government guidance remains to stay local and work from home if you can * Managers should consider carefully whether any member of UCL is required on site in order to undertake their job role, and whether flexibility can be applied in relation to time spent on site and at home | YES/NO |
| Manager confirms individual is required on site for some / all of their time | YES/NO |
| The individual has been advised of the date on which they will be required to return to work on campus. | YES / NO |
| The individual is aware that they will work from home or will be on flexible furlough when not required on campus. | YES / NO |
| The individual has attended an online / telephone / in person orientation meeting regarding return to campus working which covered:   * Pattern of work for return * Flexible furlough for days not required * [Travelling to and from campus](https://www.ucl.ac.uk/coronavirus/travelling-and-campus) * [Keeping Safe on campus](https://www.ucl.ac.uk/coronavirus/keeping-safe-campus) * [Zoning and one way systems](https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/keeping-safe-around-campus-and-camden) * [Reporting cases](https://www.ucl.ac.uk/coronavirus/testing-reporting-and-managing-potential-cases/staff-guide-reporting-and-managing-potential-cases) * Social distancing * Face masks * Free [COVID-19 tests](https://www.ucl.ac.uk/coronavirus/testing-reporting-and-managing-potential-cases/symptom-free-testing) twice a week * [Connect to Protect](https://www.ucl.ac.uk/coronavirus/testing-reporting-and-managing-potential-cases/connect-protect) * [Completing a new DSE assessment for those who are desk based](https://www.ucl.ac.uk/safety-services/policies/2021/feb/display-screen-equipment-dse-assessment#DSE%20in%20the%20office) * [How to book a vaccination if you qualify](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/) * The need to complete the online training modules:  [Return to UCL](https://www.ucl.ac.uk/staff-training/enroll.php?code=HSRTNUCLINDUC) induction training and the [fire safety training](https://www.ucl.ac.uk/staff-training/enroll.php?code=FS1), including the Fire Marshall Training. * Support available from [Care First](https://www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support), UCL’S Employee Assistance Programme. * [UCL Supports](https://www.ucl.ac.uk/human-resources/covid-19-support/remote-not-distant-ucl/dealing-difficult-situations) | YES / NO |
| **For staff who have health concerns:** The individual has participated in a one-to-one confidential meeting about their return and has completed a [return to work risk assessment](https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/what-we-do/covid-19-individual-health-assessment-tool-managers).  The risk assessment has highlighted health concerns and a [Workplace Health referral](https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/what-we-do/manager-referrals-workplace-health) has been made; and a report has been provided where appropriate.  Workplace Health have advised that the individual needs to continue shielding at home. | YES / NO  YES / NO /  N/A  YES / NO |
| The individual has completed the [Return to UCL](https://www.ucl.ac.uk/staff-training/enroll.php?code=HSRTNUCLINDUC) induction training and the [fire safety training](https://www.ucl.ac.uk/staff-training/enroll.php?code=FS1), including the Fire Marshall Training. | YES / NO |
| The equipment and facilities necessary for the individual to undertake their role safely and satisfactorily are confirmed as being in place and ready to use. | YES / NO |
| Any changes to the individual’s role, responsibilities and work activities have been discussed. | YES / NO |
| For those who are desk based, once back on campus a DSE assessment has been completed. | YES/NO |

For further information and advice about this briefing, please speak to your [HR Business Partner](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details) or Head of Department.

Signed by staff member:

Signed by manager:

Date:

The line manager should store a copy of this form securely and confidentially and may dispose of it one year after the return to campus.