

COVID-19 Managers' return to campus checklist

- 1. Complete the [Introduction to your COVID-19 secure Workplace training](#) in LearnUpon 45 mins
- 2. Familiarise yourself with the '[Return to campus working Guide](#)' 15 mins
- 3. Read the [Managers guide to COVID-19 workplace risk assessment](#) 20 mins
- 4. Watch the [short video on our website](#) which demonstrates the safety measures being put in place across our campuses 2 mins
- 5. Read the [8 stages for returning to on campus working](#) 10 mins
- 6. Familiarise yourself with the [SafeZone](#) app and where you or your team are lone working, download this and ensure you check in when on campus 15 mins
- 7. Read the [Workplace Ready Guidance](#) (see 'Managers' tab) then complete the [risk assessment checklist](#) (see 'Managers' tab) Variable

<input type="checkbox"/>	8. Conversations with staff prior to returning:	Variable
<input type="checkbox"/>	a. confirm they have completed the Introduction to your COVID-19 secure Workplace training in LearnUpon	
<input type="checkbox"/>	b. confirm COVID-19 age vulnerability level and follow personal risk assessment process	
<input type="checkbox"/>	c. for staff whose COVID-19 age vulnerability level is "high" or "very high", or where staff have answered "yes" to any of the additional five health questions, discuss with them what additional actions may be necessary to protect their health, taking account of advice from Occupational Health.	
<input type="checkbox"/>	d. discuss with staff any concerns they may have about returning, taking account of guidance ; if appropriate offer support from Wellbeing Services	
<input type="checkbox"/>	e. discuss risk assessments for their areas of work	
<input type="checkbox"/>	f. ensure your team are aware of the information on our website for anyone feeling anxious about returning to campus working	
<input type="checkbox"/>	g. confirm contact details and location in case of local lockdown	
<input type="checkbox"/>	h. how will staff be coming into work e.g. using public transport?	
<input type="checkbox"/>	i. local induction carried out by manager and staff	
<input type="checkbox"/>	j. Anyone travelling from abroad please adhere to the quarantine period if necessary (14 days), see travel corridors exemptions and HR quarantine webpage	

In the workplace

- Model the COVID-19 secure practices in your own behaviour to encourage a COVID-19 secure culture. Intervene if someone isn't complying – use the four E's **Engage** with the person. **Explain** what they need to do. **Encourage** the person to take the required action. **Enforce** as a last resort.