

Return to work guide

- Complete the **'Managers guide to COVID-19 workplace risk assessment'** training
- Watch the **familiarisation video**, which explains how things may have changed since your last visit or if it's your first visit, what the campus may look like
- Read, understand and implement the **8 stages for returning to on campus working**
- **Preparing the workplace, SafeZone** – familiarise yourself with SafeZone and **download the app**
- Read the Workplace Ready Guidance and complete the **risk assessment and checklist**
- Conversations with staff prior to returning:
 - confirm they have completed the Introduction to your **COVID-19 secure Workplace training**
 - confirm they have completed the **COVID-19 age and follow personal risk assessment process**
 - 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
 - discuss with staff any concerns they may have about returning, taking account of guidance at www.exeter.ac.uk/staff/employment/coronavirus/campusworking; if appropriate offer support from **Wellbeing Services**
 - discuss risk assessments for their areas of work
 - confirm contact details and location in case of local lockdown
 - how will staff be coming into work e.g. using public transport
- Local **induction** carried out by manager and staff
- Anyone returning from abroad please adhere to the **quarantine period** if necessary (14 days) see **travel corridors**.