**Managing Staff Return to Work – Health Risks**

**Guidance for Line Managers**

The campus has been prepared to be ‘COVID-Secure’ for the areas that are being opened. Additional adjustments to work pattern may be necessary to allow staff who may be at a higher risk of a more severe COVID-19 infection to work safely.

The staff must be must be provided with the Staff Guidance BEFORE they are permitted back on the campus and asked to raise any concerns well in advance of the return.

Line managers and supervisors should consider the following

* Staff who have symptoms of COVID-19 ([Check if you have COVID-19 symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)) or have had a recent positive test or been identified as having been in contact with someone who has tested positive recently by the [NHS Test and Trace Service](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/) should follow NHS guidance and not return to work until they are well and no longer pose a risk of transmitting the infection
* There are no specific restrictions in place currently that prevent staff with underlying conditions to return to campus.
  1. Since 1st of August 2020, the [Government advice](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-high-risk/) is that even those deemed to be ‘extremely vulnerable’ need not shield.
  2. For people who are deemed to be ‘extremely vulnerable’,
     + If they can continue to work from home (and are not required on the campus), they should do so.
     + If they cannot work from home or are required/need to work on the campus, they should talk to their line manager/supervisor so that they can make arrangements for you return to work safely.
     + If they are concerned about this because of the nature of their work (e.g., if it involves prolonged face-to-face contact with others) or for other reasons, they should discuss this with their line manager/supervisor as soon as possible and well in advance of starting work, so that necessary adjustments can be made to allow them to work safely. If a suitable alternative way of safe working cannot be found then they should continue to remain at home/work from home.
* Recognise that staff may be very anxious and concerned about the current situation with Covid-19 and that advice and guidance is frequently changing which may cause confusion. We appreciate that even in circumstances where staff are not classed as extremely vulnerable or vulnerable, some will be anxious about returning to work. In these circumstances managers should listen to their concerns, explain in detail the measures that are being taken to safeguard colleagues generally and the particular measures being put in place in their specific workplace and/or for their specific onsite work (e.g. small group teaching).
* Recognise that some staff find remote working stressful and isolating and are particularly keen to return to the workplace even on a part-time basis.
* Recognise the need to not make any assumptions about any staff or student such as their health conditions or ethnicity and encourage staff to identify and report any relevant issues.
* Reassure staff that the University is taking their health and wellbeing very seriously and that we will work to support them during these challenging times.
* Reinforce that they should follow the guidance carefully to reduce their own risk and the risk to others.
* Reinforce that there is no current evidence any group has a higher risk of contracting Coronavirus. It is however recognised that should they become infected, certain groups may suffer more severe symptoms and complications.
* Encourage staff to share any concerns which they have in connection with their role, or training, or about safety in general.
* Remind staff of the importance of maintaining good personal hygiene e.g. handwashing and social distancing, in reducing risk of Covid-19 transmission.
* Document any discussion of risk and confirm agreement in writing.