

Written 29 May 2020

## RETURNING TO WORK

If you have businesses (including your own) that are un-Furloughing employees and they are returning to work the following resources may be useful.

1. Board minute outlining the decision to Un-Furlough employees;
2. Letter to employees inviting them to return to the workplace or work from home;
3. Steps to work safely.

### 1. BOARD MINUTE ON “UN-FURLOUGHING” (UF) DECISION

Please note: Any UF decision is dependent on business and economic decisions as well as working safely and protecting employees where possible. Therefore, it makes sense to note the date and reasons for the decision. We appreciate that it will be obvious for some businesses (Government relaxing restrictions on trading,) but for some businesses especially Director / Shareholder businesses it is prudent to note details. This will also serve as evidence of the date of the decision.

Please feel free to edit as you see fit.

### BOARD MEETING MINUTES

Name of Company or LLP or business:

Company Registration number:

Date:

Present:

The Director(s) met to discuss the Corona Covid-19 Pandemic and the effect of the Government Actions regarding the lifting of restrictions on movement and opening of workplaces. The Director(s) note that the business is now able to trade / in a restricted way / fully / because of re-purposing or pivoting the business (edit as applicable) and have therefore decided to Un-Furlough the following Directors and employees as per The Corona Virus Job Retention Scheme from 1 March (as applicable) 2020.

The Directors have reviewed the Government guidance: Guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic, including the 5 Steps to working safely and specifically the guidance pertinent to their sector and they have:

(Note: detail here or attach risk assessment and new procedures)

- 1 Carried out a COVID-19 risk assessment and (edit as appropriate) and consulted with employees or trade unions, shared the results of the risk assessment with employees and on the business website
- 2 (Edit as appropriate) Installed cleaning, handwashing and hygiene procedures and increased the frequency of handwashing and surface cleaning by encouraging people to follow the guidance on hand washing and hygiene and providing hand sanitiser around the workplace, in addition to washrooms, frequently cleaning and disinfecting objects and surfaces that are touched regularly. Introduced enhancing cleaning for busy areas, setting clear use and cleaning guidance for toilets and providing hand drying facilities – either paper towels or electrical dryers
- 3 (Edit as appropriate) Help people to work from home by: taking all reasonable steps to help people work from home:
  - discussing home working arrangements
  - ensuring they have the right equipment, for example remote access to work systems
  - including them in all necessary communications
  - looking after their physical and mental wellbeing
- 4 (Edit as appropriate) Maintaining 2m social distancing, where possible by:
  - putting up signs to remind workers and visitors of social distancing guidance
  - avoiding sharing workstations
  - using floor tape or paint to mark areas to help people keep to a 2m distance
  - arranging one-way traffic through the workplace if possible
  - switching to seeing visitors by appointment only if possible
- 5 (Edit as appropriate) Where people cannot be 2m apart, manage transmission risk by:
  - considering whether an activity needs to continue for the business to operate
  - keeping the activity time involved as short as possible
  - using screens or barriers to separate people from each other
  - using back-to-back or side-to-side working whenever possible
  - staggering arrival and departure times
  - reducing the number of people each person has contact with by using ‘fixed teams or partnering’

(For full requirements see:

[https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19?utm\\_source=b3b8aa2a-b2a7-4485-b22c-2e20887bbfa2&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19?utm_source=b3b8aa2a-b2a7-4485-b22c-2e20887bbfa2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) )

(See list attached to this Board Minute or detail name and employee reference number below)

Signed: Secretary /Chairman of the Board / Director (As applicable)

Date:

## 2. LETTER TO EMPLOYEES INVITING THEM BACK TO WORK

**Note: Please edit as appropriate. THIS IS AN EXAMPLE ONLY AND SHOULD NOT BE RELIED UPON UNTIL YOU HAVE CONFIRMED CONTENTS WITH YOUR LAWYERS AND / OR HR SPECIALISTS.**

Dear employee,

### RETURN TO WORK

I hope you and your family are well and I thank you for remaining in contact and especially your patience regarding the Coronavirus Pandemic.

For the last x weeks, you have been Furloughed for the reasons outlined in my letter to you of the x March 2020 (copy attached).

The Government has eased the restrictions [and/or business conditions are improving] and we are inviting [certain] employees to return to work on the xx of June 2020.

- 1 In order to protect your health and to allow you to work safely we have carried out a COVID-19 risk assessment (which is attached) and (edit as appropriate) now share the steps we have taken.

The risk assessment is also on our website.

- 2 (Edit as appropriate) Installed cleaning, handwashing and hygiene procedures and increased the frequency of handwashing and surface cleaning by encouraging people to follow the guidance on hand washing and hygiene and providing hand sanitiser around the workplace, in addition to washrooms, frequently cleaning and disinfecting objects and surfaces that are touched regularly. Introduced enhancing cleaning for busy areas, setting clear use and cleaning guidance for toilets and providing hand drying facilities – either paper towels or electrical dryers
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I welcome your comments and concerns on any of the procedures outlined above. Please contact me directly if you want to talk them through.

If you consider these new working practices acceptable and are comfortable with returning to work, I would be grateful if you can confirm you have read and understand the new procedures and that you agree to return to work. A full briefing will be given to all employees returning to the workplace on return.

Your salary and benefits will be xx as outlined in your employment contract and your holiday Entitlement is x days remaining for 2020.

I do look forward to seeing you again and welcome another valued colleague back to the business.

Yours Sincerely,

A Director

Date

I have read and understood the risk assessment and revised safety practices and confirm I am happy to return to the work force on x June 2020.

Signed

Employee

Date

### 3. STEPS TO WORK SAFELY

#### Useful references:

England: Working safely during coronavirus (COVID-19): <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

#### Guides:

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##### 5 steps to working safely

Practical actions for businesses to take based on 5 main steps.

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##### Construction and other outdoor work

Guidance for people who work in or run outdoor working environments.

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##### Factories, plants and warehouses

Guidance for people who work in or run factories, plants and warehouses.

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##### Labs and research facilities

Guidance for people who work in or run indoor labs and research facilities and similar environments.

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##### Offices and contact centres

Guidance for people who work in or run offices, contact centres and similar indoor environments.

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##### Other people's homes

Guidance for people working in, visiting or delivering to other people's homes.

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##### Restaurants offering takeaway or delivery

Guidance for people who work in or run restaurants offering takeaway or delivery services.

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##### Shops and branches

Guidance for people who work in or run shops, branches, stores or similar environments.

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##### Vehicles

Guidance for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

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- Wales: <https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace>
  - Northern Ireland: <https://www.nibusinessinfo.co.uk/content/coronavirus-workplace-safety-guidance-and-priority-sector-list-published>
  - Scotland: <https://www.gov.scot/publications/coronavirus-covid-19-phase-1-business-and-physical-distancing-guidance/>
  - HSE Risk assessment: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
  - Guidance on how to wash hands: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
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- England: Check if your business or venue can open:  
<https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance>