How to use this checklist

As per the [Phasing Back to Campus Pathway](#), colleagues who are not required to work on site as 'essential' workers should continue to work from home at Phase One. At Phase Two, all colleagues are encouraged to return on a voluntary basis, and this should be a phased, rota-based return which means a hybrid working model where time is split between at home and on campus. At Phase Three, all colleagues are required to return to campus, and again, this should be a phased, rota-based return which means a hybrid working model where time is split between at home and on campus.

Please note, as we prepare for the full re-opening of campus in line with Public Health and NI Executive direction, some roles that were previously carried out from home may become essential and require colleagues to return to campus. This can happen at any of the phases, from Phase One onwards, however, a two-week lead time will be given before any employee is required to return.

Before a member of your team returns to campus – at any of the above Phases – it is recommended that you have a conversation with that individual and/or your team to ensure the necessary preparations are undertaken to ensure a safe, secure transition to a hybrid working model. The form below provides a guiding structure for this conversation and includes questions that may prompt discussion about any concerns or reservations the employee may have and allow you to discuss reasonable and flexible solutions to support a safe and secure transition. It also enables you to record any decisions or adjustments put in place. You should also set a review date with the employee to discuss the arrangements in place.

SECTION A: GENERAL INFORMATION	
Name:	Click or tap here to enter text.
Staff Number:	Click or tap here to enter text.
Job Title:	Click or tap here to enter text.
Line Manager:	Click or tap here to enter text.
Location of Work (e.g. Faculty/Directorate):	Click or tap here to enter text.
Date:	Click or tap to enter a date.

SECTION B: MANAGER CHECKLIST	YES	NO
Is it **necessary** for any of the employee's duties to now be carried out on campus in preparation for the full re-opening of campus?		
Has there been any change to the employee's ability to work effectively from home/remotely?		
If a Health and Safety Risk Assessment for home/remote working has not yet been carried out for the employee, is this now required?		
Are there any identified challenges/restrictions on travel that impact on the employee's ability to travel to work for on-campus working?		
Does the employee require any reasonable adjustments either at home or onsite? *For those staff with a disability, it is important to be aware of the impact that lockdown may have had, and support for their disabled employees as they return to the campus. Additional adjustments, or different adjustments may be required, and adjustments which have put in place may no longer be suitable and may need reviewed sooner*		

than would normally take place. Communication with disabled employees about adjustments should be prioritised.		
Is the employee aware of the safety measures in place on campus to mitigate against the risks of Covid-19?		
Is the employee aware of the on-site Asymptomatic testing facility and how to access this?		
Is the employee considered to be Clinically Vulnerable (CV), as per government definition? *The government define <u>Clinically Vulnerable</u> individuals as: those aged over 70; those with a disability and/or long term condition; those who are pregnant. See the government advice for the full definition.*		
Is the employee considered to be Clinically Extremely Vulnerable (CEV), as per government definition? *Medical experts identified specific medical conditions that, based on what we know about Covid-19 so far, place some people at greatest risk of severe illness from Covid-19. See the government advice for the full definition.*		
Does the employee share a household with anyone considered to be Clinically Extremely Vulnerable or Clinically Vulnerable as per government definitions?		
Does the employee have any dependants? *Dependants are defined as the spouse, partner, child or parent of a member of staff. It could also be someone who lives in the household with the member of staff and is dependant on them, for example, an elderly aunt or grandparent who lives in the household.*		
Are there any particular challenges/restrictions with regards to the employee's dependents which may affect the employee's ability to return to work on campus or to continue working from home?		
Does the employee require any specific support for their physical and mental health and wellbeing? This could be in relation to working from home, returning to on-campus work, or both.		
Is there any reason why the employee would prefer to return to on-campus working full time?		
Is there any reason why the employee would prefer to remain working from home full time?		

SECTION C: IDENTIFIED CHALLENGES TO WORKING ARRANGEMENTS DURING THE PHASING BACK PERIOD AND AGREED SOLUTIONS

Detail and challenges or restrictions that impact the employee's ability to either return to campus (fully or partially), continue to work from home or work within a Hybrid model

Click or tap here to enter text.

Agreed solutions:

Click or tap here to enter text.

Any other matters raised: Click or tap here to enter text.	
Agreed Review Date:	Click or tap to enter a date.