



A 3-part series for employers

EMPLOYERS GUIDE TO A NEW & BETTER NORMAL

**Part One - Reopening
your workplace checklist**

 **HR**revolution

Re-opening your workplace checklist

As most of us are starting to think about building our plans to return to work, we thought we would help with a free workplace checklist to help design and steer into a new and better normal for your workplace, your employees and yourselves.

Our checklist focuses on considerations to help you concentrate on what's important when looking to reopen and return your employees to their place of work and to a better normality.

The aim is that you work through the checklist and ensure everything that relates to your business is covered and has the relevant documentation, processes and communications included.



Business Changes Protection and Management

A lot has changed over the past few months. Many things that now impact your business and the way things used to work. This means its time to review how you work and make the changes now that will help you in the future.

Make sure you include:

- Review updated government guidance and implement measures required to ensure a COVID-19 secure workplace.
- General business analysis and risk assessment to review the need for any restructuring, splitting teams/shifts and deciding which employees should return to work.
- Look out for changes to the coronavirus Job Retention Scheme which may allow you to bring furloughed employees back on a part time basis and still obtain assistance with wage costs.
- Review of policies, processes and procedures across all workplaces.

Health & Safety Workplace Wellbeing

You must ensure staff are fully aware of any new health and safety provisions that have been put into place in the workplace and for the wider working practises.

Aspects of Health & Safety and employee wellbeing to look at should be:

- Covid-19 specific - the safety and welfare of workforce, ensuring you are following government guidelines as a minimum to check how best to minimise risk to staff this should include travel to work, being in the workplace, interactions with other people etc...
- Implement, roll out and review regularly your risk assessments in the event of one or more cases in the work place.
- Make employee hygiene a priority, ensure your processes minimise close contact within your workplaces, provide equipment and personal protective equipment (PPE) for all your workforce and ensure they are trained in how to use it.

Training, Process and Documentation

You will need to ramp up training to ensure that your workforce is fully informed and comfortable with the changes to their workplace with back up documentation to agree changes and processes that have changed.

Training and information for employees who are onsite and also working from home to include:

- Return to work processes and changes.
- Hygiene, health and safety – new protection and cleaning processes.
- Resilience and wellbeing support for employees.
- Management information and training.
- Wellbeing and mental health support for all employees.

Working Remotely Working From Home

Your business model will likely have changed to allow some flexibility, especially if you have realigned your working processes to mean your workforce can work remotely, from home.

This means that you will undoubtedly have requests for changes in contractual terms to allow your team to work more flexibility.

You will need to ensure you review the following:

- Decide what this looks like for your business.
- Decide how you will communicate it to the workforce.
- Research and agree how you will manage the workforce moving forward including any changes that have been agreed.
- Check documentation to ensure you have everything in writing – new contracts, end of furlough and return to work agreements.
- Be mindful of individual requirements, each employee will have their own challenges.

Team Re-onboarding Agreements and Documentation

It sounds overkill but in most workplaces a lot of changes have been made. We are building re-onboarding programmes and new documentation for our clients, especially those with employees who have been furloughed or working from home to phase them back into their workplace safely and reassure them about their new and better normal way of working:

- Build your re-onboarding plan – new policies, procedures, expectations, responsibilities. Plan how you will deliver it (in person, online before returning etc...) and by who.
- Contact employees to advise them of changes across the business, when you are expecting the team to return to work and how that plan will be approached.
- Have pre-return to work conversations with each member of staff to ascertain their personal circumstances and whether there are any impediments to their return
- Confirm everything in writing – redraft employment agreements and contracts and confirm re-onboarding processes and update training certificates where needed.

Employee Wellbeing Team Confidence

Wellbeing for all your workforce should be a priority for all business owners. The numerous changes and the uncertainty across the world has been unprecedented and each and everyone of your workforce will have their own challenges.

It's important that each employee is contacted separately to check in and see what returning to work looks like for them and to understand their individual challenges (shielding, travel, health, childcare, pet care, carers etc...)

We would highly recommend building in wellbeing solutions:

- Flexible working solutions.
- Company wellbeing solutions; wellbeing apps, access to online support, employee assistance programmes (EAPs).
- Team time to help build collaboration and team support

And we would also remind all people managers and business owners that your health is important to, so lead by example and ensure someone is supporting you and you take time out.

Keep Communicating!

How and what you communicate to your team is really important during and after the pandemic. Ensure that you draft them to ensure that everyone receives the appropriate message and understands how the company is dealing with change and what's expected of them when returning to work.

- Align your management teams by communicating with them your plans and get their buy in to help support themselves and their direct reports.
- Keep things as normal as you can – employee newsletter, kudos awards, team get togethers, virtual drinks. However, you have coped with the pandemic changes keep these avenues open.
- Make sure you are making time for your line managers, your team and the wider workforce. Remember to speak as positively and openly as possible and include everyone.
- Messaging to those working and those on furlough may need to be slightly different but still needs to be measured and positive at all times.
- Manage communications to your wider workforce, suppliers, customers and other stakeholders

Ultimately everything you do right now must ensure you are defending against the Spread of COVID-19 and ensuring that you team remain vigilant for the symptoms of COVID-19 and helping to get your business back on its feet and retaining a healthy and happy workforce.

If you need more support on this or would like to have us review your return to work plans, we are offering an initial 30 mins free consultation to see how we can help so please do get in touch.



HOW CAN WE HELP?

GET IN TOUCH

HELLO@HRREVOLUTION.CO.UK

+44 (0) 203 538 5311

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