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**COVID 19 – BRINGING STAFF BACK TO WORK AFTER FURLOUGH**

# Returning to the workplace

What type of closure

What you should consider

Practical examples and discussion

Sources of information and support

# What type of closure

The 3 most common arrangements are:

- Business not trading at all
- Business trading on a limited basis
- Business trading fully but all staff working from home

# What you should consider

- Communication is key
- Risk assessment
- Look at your workforce
- Recognise working patterns will have changed
- Establish a back to work plan
- Legal considerations
- Part time furlough

# What you should consider

- . Is it essential?
- . Is it sufficiently safe?
- . Is it mutually agreed?

# Practical examples and group discussion

Staggered hours

Rearrange space to adhere to social distancing guidelines

Home working where that is possible

Physical screens

Increased hygiene

Regular disinfecting workspaces

PPE to be worn in workplaces

Traffic light system for stairs

Online sales

Using technology to communicate

# Sources of information and support

- <https://www.gov.scot/publications/coronavirus-covid-19-business-and-physical-distancing-guidance/>
- <https://www.cipd.co.uk/knowledge/fundamentals/emp-law/employees/workplace-guide-returning-after-coronavirus>
- <https://www.hse.gov.uk/news/coronavirus.htm>
- <https://www.hse.gov.uk/toolbox/workers/home.htm>

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