



COVID 19 – Workplace Re-induction Checklist

Before returning to the work under current COVID-19 restrictions, all staff must complete a Workplace Re-induction with their line manager.

If the line manager is currently working from the same site as the member of staff being reinducted, we recommend that the reinduction takes place in person. Otherwise, the reinduction should be delivered remotely.

Upon completion, staff should sign or type their name in the signature box and return this to their manager.

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|-------------------------------|--|
| Full staff name | |
| Post/Role | |
| Team | |
| Line Manager / Date | |
| Staff Signature / Date | |

| Before the building reinduction meeting | Date completed | Initials |
|--|-----------------------|-----------------|
| If meeting onsite, clarify new entrance points and sign-in procedures, and arrange to meet at reception. Ask them to wear a face-covering unless exempt and advise that 2-meter physical distancing is required. | | |
| Ask if assistance is needed during an emergency evacuation | | |
| In cases where the staff member may be working from a different building than usual, ensure their ID Card is updated to allow access if appropriate | | |
| Where relevant identify sizes for any uniform or PPE. | | |
| During the building reinduction meeting | Date completed | Initials |
| The staff member must understand the arrangements and policies relating to: <ul style="list-style-type: none">• Physical distancing and face-coverings• Toilets, kitchens, resource hubs, and breakout zones• Meeting rooms• How to identify an open and closed desk• Building security and sign-in procedure• Any ventilation considerations | | |



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| <ul style="list-style-type: none">• Shower facilities & bike parking• Clean and clear desk policy | | |
| <p>Work through the new floorplans for the building. The staff member must understand:</p> <ul style="list-style-type: none">• Entry and exits points, and any one-way systems• The Service area and location of Service allocated desks• Any local arrangements around rotas or individual allocated desks | | |
| <p>Highlight the emergency arrangements for:</p> <ul style="list-style-type: none">• Fire Alarms and Evacuation plans• First aid and accident reporting.• Other relevant alarms and procedures | | |
| <p>Discuss the members personal circumstances/abilities as relevant including:</p> <ul style="list-style-type: none">• Physical abilities, general health and wellbeing• Next of kin and emergency contact details• Times available for work• Transport• COVID-19 support• Job concerns• Digital literacy/DSE | | |
| <p>Clarify working hours , any review dates or other performance management matters.</p> | | |