Occupational Health Together with Optima Health

How to plan for a safe and successful return to work for all your employees.

This helpful checklist will provide things to consider to help implement a safe environment for you and your people as you return to the workplace.

Where ✓ is used, Bupa can provide a range of service offerings to help organisations develop their thinking and implement solutions, making sure they have the appropriate measures in place. Please speak to your account manager or call 0345 600 3476 for more information. We may record or monitor our calls.

Organisational wellbeing Supporting you as a business to help your people get back to work safely	Please check boxes where appropriate
Improving workplace safety to prevent the spread of infections, including social distancing, cleaning and personal hygiene measures	☐ ✓
Managing appropriate mental health and muscle, bone and joint (MSK) issues that have arisen due to remote working	☐ ✓
Health and wellbeing activities and statutory requirements such as health surveillance and screening will need to be resumed, prioritised and adjusted to integrate new requirements as a result of coronavirus (COVID-19)	☐ ✓
Consider if COVID-19 testing may help the organisation	☐ ✓
Prioritise continuation of occupational health activities, such as health surveillance, immunisations and fitness for work medicals	☐ ✓
Review communication plan for remote and furloughed workers	☐
Contingency plan for higher levels of sickness absence	☐
Review policies, in particular, home working and sickness absence	☐
Review work patterns, breaks and office layout	☐
Think about the impact of group and room sizes for meetings. Explore whether these can be held remotely or reduced in time	☐
Vulnerable or specific age groups may be advised to remain at home for longer – consider how this will impact shifts, job roles and staff morale. Consider wellbeing calls with isolated staff	☐
Advise on travel, for example, any considerations for those commuting on busy train or bus routes	☐
Implement welcome back to work coaching for/from managers – advise on new processes in place for staff and update on any changes	☐
Encourage managers to re-engage with staff. Some individuals may have experienced loss, some may be feeling anxious about returning to work or have underlying mental health conditions which have been made worse while self-isolating. These people may need bereavement support or some adjustment within the workplace as a result. If managers are concerned about how to have these conversations, consider manager training	☐

Physical wellbeing Helping to ensure your staff are physically able to get back to work safely	Please check boxes where appropriate
Promote healthy behaviours in staff through health screening, nutrition advice, fitness advice, support to stop smoking and lifestyle coaching	☐ ✓
Think about long-term changes in working practices to prepare for winter such as flu vaccination	☐ ✓
Consider COVID-19 symptom screening, risk assessments and testing options	☐ ✓
Review health and safety risk assessments for remote workers, as well as DSE assessments and training webinars on working from home successfully	☐ ✓
Support social distancing in the workplace through ergonomic assessments and proximity screens	☐ ✓
Support staff to introduce healthy behaviours through our health assessments, lifestyle coaching, nutrition advice, fitness advice and stop smoking plans	☐ ✓
Support staff who need medical advice for any neglected conditions through self-isolation and those that need MSK-related support such as physiotherapy, podiatry etc	☐ ✓
24/7 infection control guidance	☐ ✓
Assess occupational hygiene measures, such as reminding staff about regular and effective hand-washing, and providing hand sanitiser. If your workplace has been closed for a period of time, you should carry out a deep-clean before you re-open	☐
Review cleaning schedules and arrangements, for example ensuring all phones/keyboards etc are wiped daily with anti-viral cleaner. Increase cleaning frequency of high foot traffic areas	☐
Remove hotdesking where possible to restricted desk space	☐
Limit access between floors. Maintain boundaries between business areas and consider one-way systems on stairs and lifts	☐
Implement a workplace cleaning routine for door handles, taps, etc to minimise spread of infection	☐
Make sure employees have access to washrooms and sanitiser	☐
Assess personal protective equipment (PPE) requirements for employees, how to source reliable products and communicate a process for the safe disposal of PPE	☐
Consider staggering breaks, start/finish shift times and adjusting the opening hours of any on-site canteens to reduce the risk of crowds forming	☐
Implement a plan for ongoing health promotion to support these hygiene and social distancing measures	☐

Additional comments

Mental wellbeing Helping to ensure your staff are mentally supported to be able to get back to work safely	Please check boxes where appropriate
Providing support for increased levels of stress and anxiety in employees with worries around their own health, dependents, finances and complex bereavement and trauma issues	☐ ✓
Train managers to identify and support high levels of anxiety within their teams	☐ ✓
Offer specialist support through an employee assistance programme (EAP), occupational health referrals etc	☐ ✓
Review the need to undertake psychological risk assessments for high risk roles	☐ ✓
Proactively monitor absence and presenteeism	☐ ✓
Consider information/guidance materials and signposting to community resources, along with training webinars on a range of topics	☐
Signpost staff to employee support offered and review any employee communications	☐
Remember that the workplace isn't just buildings – consider any new measures for when working outside or travelling	☐

Additional comments

Social wellbeing Helping to implement social activity to support staff to reconnect on their return to work	Please check boxes where appropriate
Consider proactive wellbeing initiatives such as a wellbeing app and/or wellbeing calendar to boost moods and help employees focus on positive health and wellbeing	☐ ✓
Consider what support can be made available for employees with high risk family members or those with caring responsibilities	☐
Promote peer champions and welfare support among colleagues	☐
Encourage social activity amongst work colleagues to counter the impact of social distancing measures, for example, regular virtual coffee mornings	☐
Build team spirit and connectedness through community activities, such as fundraising or volunteering	☐
Encourage openness between colleagues about life outside of work	☐

Additional comments

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