**Moving out of Lockdown – An Employers Checklist**

If you have had employees that have been working from home, or have been out of the business completely due to being furloughed, it is going to be really important that you have a plan for supporting your employees during this time, and back in to the workplace.

We hope this checklist helps you to onboard your employees back into your business and has a positive effect on engagement.

**Stage 1 - Action to take during lockdown**

This section focuses on what you should do to keep employees motivated during lockdown and the things you can do to review your business model and culture etc.

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| **Actions** | **Completed** |
| * Keep in regular contact with employees, homeworking or furloughed, updating them on what is going on within the business and to check in with them and see how they are |  |
| * Set home workers daily or weekly objectives to keep them focussed and ensure delivery of work |  |
| * Have weekly video meetings with all employees to keep them engaged in the business, keep open communication, and update them on the business, do some fun things |  |
| * Send all employees a ‘Thank You’ e-card/card to say thank you for their commitment during a challenging time |  |
| * If employees are struggling with the situation provide them with support |  |
| * If you have furloughed employees, ensure you have acceptance from them to the contract change |  |
| * Make sure you have all the information you need to make a claim through the Job Retention Scheme |  |
| * Send homeworkers a temporary agreement to homeworking |  |
| * Send communication to all employees reminding them of good hygiene measures |  |
| * Send working from home health and safety guidance |  |
| * Review the target operating model and organisational structure, business and role requirements may need to change to meet business objectives and move forward |  |
| * Develop the vision and mission for the business or review your current statements and redefine if required for the new world |  |
| * Think about the culture (how things are done around here) of your business, document it |  |

**Stage 2 - Actions to take to prepare for return after lockdown (restrictions are lifted)**

This section is about planning the return, what do you need in terms of resource and how will the return happen.

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| **Actions** | **Completed** |
| * Think about the resources you need based on the work that you believe or know you will have |  |
| * Develop a redundancy plan if required |  |
| * Plan your rota for the employees return – Is it a phased return? |  |
| * Communicate your plan in a personal way if possible (Video Meeting) |  |
| * Issue return from Furlough letters |  |
| * Develop homeworkers return plan – Is it phased? |  |
| * Ensure you give each an employee to talk to you about any concerns about returning they may have |  |
| * Identify and implement an employee support programme |  |
| * Have a social event, get the team/your business together (this could also take place in stage 3) |  |
| * Ensure you can still meet any public health England guidelines, if required |  |

**Stage 3 - Actions to take once employees have returned**

This section is about how to re-engage your team with the business.

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| **Actions** | **Completed** |
| * On first day of return meet with employees as a team, welcome back, update them on what you have been doing, talk through vision/mission, culture, and objectives of the business |  |
| * Meet with employees individually on day of return and do a well being meeting (how are they feeling, do they need any support) |  |
| * Within the first week of return, discuss the employee’s role and reconfirm the expectations, develop first 3 months objectives |  |
| * Buddy employees up to provide support |  |
| * Deal with any flexible working requests |  |
| * Carryout weekly reviews with each employee for first 2/3 months or as required |  |