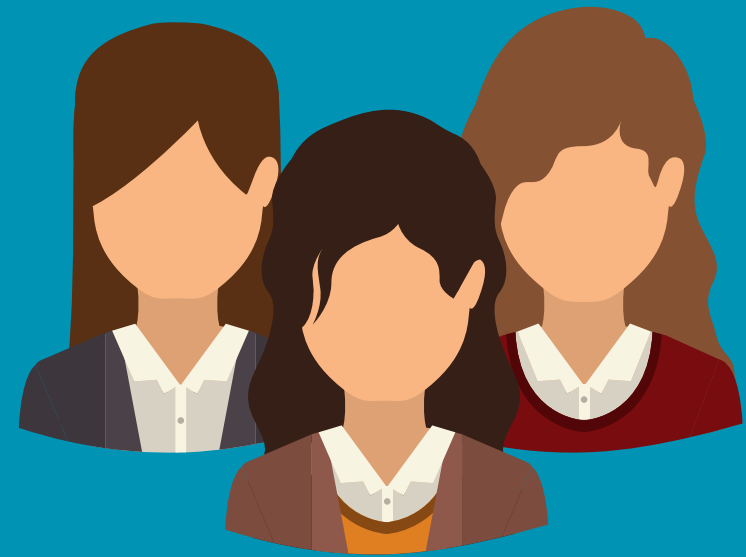


Workplace social distancing

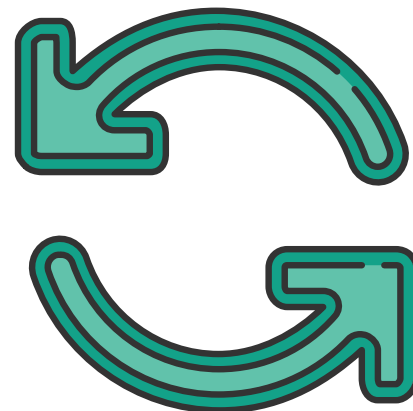
How to maintain a safe workplace when bringing employees back from furlough leave



1
2
3

Phased return

Don't bring everyone back at once, have some coming back earlier while others remain on furlough.

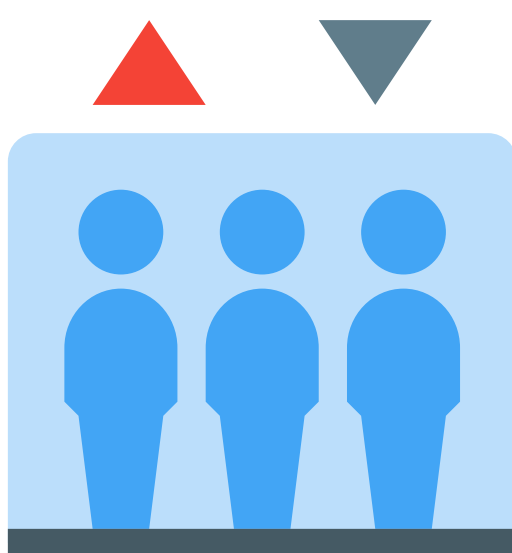


Rotate

Have workers coming in one week, then at home another week, or working different days each week in the office.

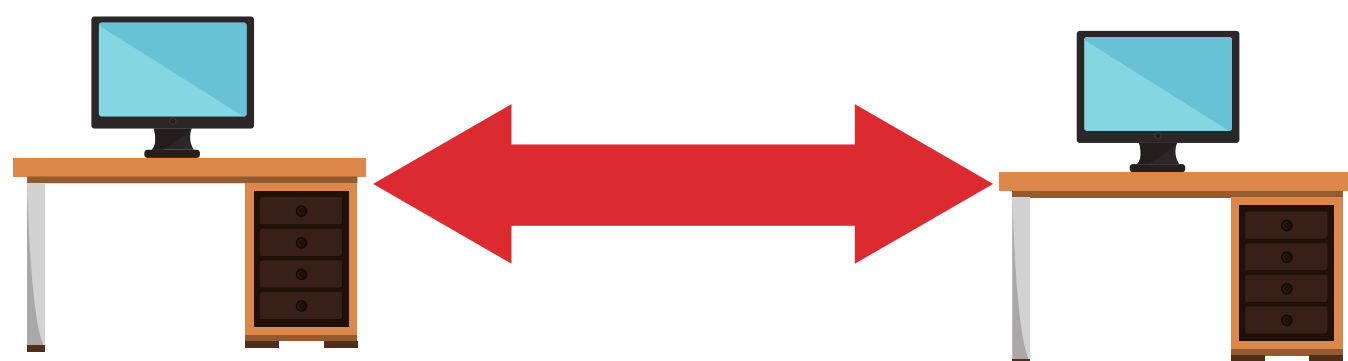
Consider access

If your workplace is in a shared building, remember that just getting people into the office promptly is going to be almost impossible.



Implement shifts

Rather than have everyone in during the office hours, consider shifts with some working early and others working later



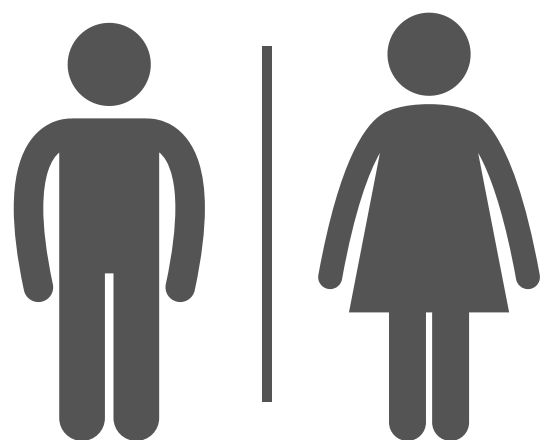
Rearrange the office

You will probably need to move furniture around in order maintain social distancing, so plan this carefully so you know how many you can accommodate.



Stagger times

If staff use public transport to get to work, help them avoid busy times by staggering start and leave times.



Natural gathering points

Restrict how many can access toilets, lunch facilities and meeting rooms at one time



Communication

Make sure your new arrangements and restrictions are very well communicated with clear signs around the workplace to make sure people don't forget.