

SQUAREONE LAW

EMPLOYEE QUESTIONNAIRE - PLANNING A COVID SECURE RETURN TO THE WORKPLACE

13 MAY 2020

This questionnaire is intended to assist in the planning and practicalities of the return to the workplace following the government's announcement that those who can't work from home, should now go to work. New guidance is being established to help employers make workplaces COVID secure, and we will follow that guidance and act in line with our duty of care. The information you provide will enable us to carefully plan the working day, the working environment, ensuring the commute to work, and the workplace is made as safe as possible. The workplace may look very different upon your return and you will be informed of all and any measures implemented. Whilst we are requesting the below information there is no guarantee that your return to the workplace will be imminent, and any return to work may be staggered and require ongoing flexibility and co-operation.

If there is information you feel is important that is not covered below please provide the details at the end of the questionnaire.

The information you provide in this questionnaire will be treated in accordance with our Privacy Notice/Policy/GDPR. Please return this questionnaire to [POSITION].

Employee Name	
Employee Address	

1.	Are you available to return to work immediately if required?	
2.	Are you currently self-isolating with COVID-19 symptoms or does a member of your household have symptoms? If so when do you anticipate that period ending?	
3.	Have you or anyone in your household had any COVID-19 symptoms?	
4.	<p>Are you or is anyone in your household considered "clinically vulnerable"? This may impact on your arrangements to return to the workplace.</p> <p>Examples are as follows:</p> <ul style="list-style-type: none">▪ Individuals aged over 70.▪ Women who are pregnant.▪ Individuals aged under 70 with an underlying health condition (being any	

SQUAREONE LAW

	<p>adult instructed to get a flu jab each year on medical grounds). These are listed as:</p> <ul style="list-style-type: none">▪ chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis.▪ chronic heart disease, such as heart failure.▪ chronic kidney disease.▪ chronic liver disease, such as hepatitis.▪ chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy.▪ diabetes.▪ spleen issues, for example, sickle cell disease or where an individual has had their spleen removed.▪ a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy.▪ being seriously overweight (a BMI of 40 or above).	
5.	<p>Are you or is anyone in your household shielding, and considered “clinically extremely vulnerable”? This may impact on your arrangements to return to the workplace.</p> <p>These include:</p> <ul style="list-style-type: none">▪ Solid organ transplant recipients.▪ People with specific cancers:▪ people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer;▪ people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment;▪ people having immunotherapy or other continuing antibody treatments for cancer;▪ people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors;▪ people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs.	

SQUAREONE LAW

	<ul style="list-style-type: none">▪ People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.▪ People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).▪ People on immunosuppression therapies sufficient to significantly increase risk of infection.▪ Women who are pregnant with significant heart disease, congenital or acquired.	
6.	Do you have any child care responsibilities?	
7.	Do you have child care arrangements in place to enable you to return to the workplace?	
8.	Please provide the details of the care available as this will assist with planning and flexibility. (for example, 'my partner and I will share the care, and work flexibly throughout the day and evenings, week and weekends)	
9.	Do you have any other caring responsibilities? Please provide details?	
10.	Can you walk or cycle to work?	
11.	Can you drive to work?	
12.	Are you reliant on public transport to get to work? If so please provide the details.	
13.	Start and finish times may be staggered, will this affect your commute to work?	
14.	Any other relevant information you would like us to know when planning the return to the workplace?	