

COVID-19 Employee Pre-Return Questionnaire Guidance

The Employee Pre-Return Questionnaire form must be completed by you, prior to any return to the College.

The form must be completed, ideally, three working days before your proposed return to work to the College. If, at any time, information changes, you must tell your manager before entering the College and the information on the form must be updated and appropriate action taken. Where possible, you should access a location rather than multiple locations to minimise the risk of infection.

The information you share with us in answering these questions will be dealt with in the strictest confidence and will only be shared with those individuals that need to be party to the information (ie. your line manager, Health and Safety, and where necessary HR).

Key Questions	
1	<p>Are you aware of the government guidelines in terms of the symptoms of Coronavirus and when you are required to self-isolate, either through displaying the symptoms yourself, through living or coming into close contact with someone who has coronavirus symptoms (or who has been tested as positive for the virus) or being told by a Doctor or the NHS Test and Trace system that you must self-isolate?</p> <p>The latest guidance in terms of the above can be found by clicking here</p> <p>It is important that you familiarise yourself with this guidance and are aware of your obligations under the prevailing guidance.</p>
2	<p>Do you have a safe means for travelling to and from work?</p> <p>You should walk, cycle or drive to work wherever possible. You should not share cars and should avoid using public transport if at all possible. Where public transport is used, you should conform with all requirements e.g. wearing face coverings where required and social distancing.</p> <p>When you arrive at work you should sign-in at main reception then wash your hands for 20 seconds.</p>
3	<p>Have you been identified as extremely vulnerable and been instructed to shield at this time?</p> <p>Those in the 'high risk' (extremely vulnerable) category are subject to special 'shielding' arrangements. The Government advice on shielding is available here. These staff should follow government medical advice and stay at home. These staff must not enter the College during the shielding period.</p>
4	<p>Have you been identified as vulnerable?</p> <p>Those in the 'moderate risk' (vulnerable) category are identified as being at greater risk from COVID-19. An individual risk assessment will be undertaken if you are returning and within this category</p>

	<p>Where a risk assessment is in place, this needs to be reviewed and updated prior to a return to the College. Once inside a building, social distancing and health and safety guidelines should be followed.</p>
5	<p>Do you live with, or provide close contact care for, a family member who has been identified as vulnerable or extremely vulnerable (shielded)?</p> <p>If it isn't possible for a you to undertake your role from home and if you live with someone who has been identified as vulnerable or extremely vulnerable, then you are encouraged to let your manager know. You must follow government advice and, when in the College must follow the social distancing requirements. You may wish to discuss changes such as altering work patterns and/or duties to facilitate social distancing. A range of leave options are also available which may help in some circumstances.</p>
6	<p>Have you been advised by a doctor or NHS Test & Trace to self-isolate at this time?</p> <p>Medical advice must be followed. <u>If you have been advised to self-isolate, you should not enter the College</u> Additionally, you must self-isolate, if you are advised to do so, due to possible exposure identified through track and trace processes.</p>
7	<p>Do you, someone you live with or someone you have had close contact with (work or home) have coronavirus symptoms that may include a continuous cough or high temperature or a loss or change in normal sense of smell and/or taste or been confirmed positive in the past 14 days?</p> <p>You must follow the government medical advice for self-isolation, and you will not be permitted to enter the College until the end of the relevant self-isolation period.</p>
8	<p>Are there any other circumstances relating to COVID-19 or safety that may need to be considered, when deciding if a return to the College is suitable? E.g. start and finish times, employee access issues, issues around childcare/care arrangements</p> <p>There is an opportunity for you to raise any other issues or concerns with your manager, so that these can be considered and addressed prior to you returning to College. Staff should be encouraged to spend the minimum possible amount of time at the College and should be encouraged to work from home, wherever possible. Managers are encouraged to consider enabling flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time. Building access and special equipment requirements should also be discussed with you, where relevant.</p>
9	<p>Do you have any other issues or concerns about working in the College due to COVID19?</p> <p>There is an opportunity for you to raise any other issues or concerns which haven't already been discussed with your manager. This will help your manager to fully understand your current circumstances and provide and/or signpost to support where appropriate.</p>

10	<p>Do you know who to contact should you have any concerns about working on-site?</p> <p>Should you have concerns about returning to work, or concerns whilst on-site then these should be raised with your line manager in the first instance.</p> <p>If there is a serious concern that relates to the actions or behaviour of a student whilst working at the College then this needs to be reported to a member of Security staff by contacting extension 4058/4059 who will seek to deal with the issue appropriately.</p> <p>If, however you have specific concerns relating to Health and Safety or HR matters the following contact details should be used:</p> <p>Health and Safety – Rob Green (rob.green@newdur.ac.uk or 0191 375 4448) HR – Elaine Bonham (elaine.bonham@newdur.ac.uk or 0191 375 4025)</p>
11	<p>I can confirm I have read and understand my obligations as detailed in the Covid19 Staff protocol.</p> <p>I can confirm that I have read the College Covid-19 Risk Assessment which is available on the College website or by clicking on the link (</p> <p>I confirm that I understand that if any of the above information fundamentally changes (eg. you have tested positive for Coronavirus or are having to self-isolate) that I must make this information known to my line manager who will inform HR/H&S accordingly and I will not attend College at this time.</p> <p>You must read and understand the obligation you have to yourself and others to follow safe practices, the College has set out the most recent guidance in a Staff Protocol document – you must read this and confirm you understand the contents.</p> <p>IF ANY INFORMATION IN THE QUESTIONNAIRE FUNDAMENTALLY CHANGES YOU MUST INFORM THE COLLEGE AND CEASE ATTENDING THE COLLEGE.</p>