Return to On-site Working  
Overview for Group Heads and Line Managers

Staff and students should only be on site when the activity that they are undertaking cannot be done remotely. Work which can be performed remotely should continue to be done from home.

Before any group members return to on-site working

- Prepare a workplan and local risk assessment/mitigation plan for your research area/activity as required by your department.
- Contact individual team members about the proposed return to work on-site in line with any departmental guidance.
- No-one should return to work on-site until your local risk assessment (if required) has been formally approved by your department, your HoD has approved the overall departmental risk assessment, and staff/students have been notified that they can return via the Head of Department/Director of Graduate Studies.
- Take personal circumstances and risk, and equity across the team, into account when agreeing which members of the group are to return. Seek advice from HR/Graduate Administration if in any doubt.
- Ensure that the university guidance for PGR students to return to on-site working and associated departmental protocol, is followed when contacting any students.
- Seek HR advice if different working patterns will be required for staff.
- Your local risk assessment should be shared with team members along with clear instructions about safe working in their particular location. Resolve any initial queries from team members before they return on-site.

On/after the return of group members to on-site working

- Ensure that each team member receives a full induction on their return to workplace, and deal promptly with any queries.
- Keep the local risk assessment under regular review and ensure that team members know where to go with any queries about safety (including in your absence), and what to do in an emergency.
- Regularly reinforce messaging about social distancing, handwashing, the avoidance of lone working, and other departmental/university policies that are in place.
- Ensure that you continue to keep in touch with team members who are continuing to work remotely, so that they still feel involved and engaged with group activities.

Further information:  
https://www.ox.ac.uk/coronavirus/return-to-workplace