Appendix 1: Flowchart to support returning to campus conversations

1. Can your staff member undertake their role solely working from home?
   - NO
   - YES, Agree to continue home working unless circumstances change (in which case start the flowchart again)

2. Does your staff member wish to return to working from campus (in any form e.g. ad hoc or full time)?
   - NO
   - YES, Proceed to question 3

3. Do they need to be referred to OH?
   - NO
   - YES, Use individual health assessment to identify
   - NO
   - YES, Wait for OH report and act in accordance with the recommendations.
   - NO
   - YES, Assess and refer to appropriate support.

4. Are there any concerns about returning to campus?
   - NO
   - YES, Discuss any concerns they might have.
   - NO
   - YES, Consider modified work arrangements.

5. Are there any suitable alternatives other duties that fit their skills and grade that can be undertaken remotely?
   - NO
   - YES, Contact the HR/Partnership team for further advice.

6. Is the staff member content to return to work?
   - NO
   - YES, Discuss any concerns they might have.
   - NO
   - YES, Consider alternative arrangements.

7. What measures and return to work arrangements currently in place by University to ensure health, safety and wellbeing?
   - NO
   - YES, Explore ways of reducing concerns.

8. Are there any suitable alternatives other duties that fit their skills and grade that can be undertaken remotely?
   - NO
   - YES, Contact the HR/Partnership team for further advice.

9. If adjustments needed, are they happy to return subject to the adjustments?
   - NO
   - YES, Discuss any concerns they might have.

10. Your member of staff can return to work.
    Discuss all H&S measures and return to work arrangements.