**CONFIDENTIAL**

**Return to Campus Health Self-Assessment**

In accordance with our *people-oriented* values and to ensure the health and safety of all our staff, all staff planning to return to work on campus need to complete the attached form which should be sent to your manager prior to a return.

Please complete the STAFF SECTION of the attached questionnaire. This helps your line manager determine appropriate next steps prior to your return to campus.

The Information you provide to your manager will be regarded as strictly confidential and processed within current GDPR guideliness.

<https://www.strath.ac.uk/whystrathclyde/universitygovernance/accesstoinformation/dataprotection/>

The University has taken action to ensure adequate risk assessments and control measures are implemented to minimise the transmission of coronavirus on campus and create a low risk environment wherever reasonably practicable. Some staff however are considered more vulnerable than others and the impact of contracting the virus may make them seriously ill so are consider higher risk. In order to identify if you are in his category it is important that you consider this information and identify which category, if any, applies, and return the form to your manager so the appropriate action can be taken to protect your health.

There are 2 levels of higher risk:

1. **High risk** (clinically extremely vulnerable)

If you are in this group you will have received a **shielding letter from the NHS** and the current advice which applies until 31 July 2020 is that you should **not** attend work. If you are able to work from home you should continue to do so. If you are in a role which can only be carried out on Campus, then we will work with you to assess whether, through our risk assessment process, we can enable you to return to work in the future in a way that is safe for both you and those you care for. For example, we may be able to temporarily change your role, change when or how you do your duties or provide you with additional Personal Protective Equipment which will allow you to work.

The full guidance for staff in the higher education sector is published here.

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-universities/pages/supporting-staff-and-students/>

1. **Moderate risk** (clinically vulnerable)

If you are in this group you have a health condition or risk factor that makes you more vulnerable but you have not been issued with a shielding letter. You may be able to go to work (if you cannot work from home) and for this category of worker an **Occupational Health Assessment** is recommended. You are in this category if you;

|  |
| --- |
| * are 70 or older * are 55 or older and identify as a member of a Black, Asian and Minority Ethnic group (BAME) and have a chronic health condition * have a lung condition that is not severe (such as asthma, COPD, emphysema or bronchitis) * have heart disease (such as heart failure) * have diabetes * have chronic kidney disease * have liver disease (such as hepatitis) * have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy) * have a condition that means they have a high risk of getting infections * are taking medicine that can affect the immune system (such as low doses of steroids) * very obese (a BMI of 40 or above) [Body Mass Index Calculator](https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/) * are more than 28 weeks pregnant – see [advice about pregnancy and coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/)   <https://www.rcog.org.uk/globalassets/documents/guidelines/2020-04-27-occupational--health--advice--for--employers-and--pregnant-women.pdf>  <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/> |

If a referral to the Occupational Health Service is identified, your manager will confirm an appointment for you. The appointment may be with the doctor or the nurse by telephone in the first instance and details of your health condition and work tasks within the context of risk to Covid-19 infection in the work environment will be assessed. The Occupational Health Service will report back to your manager and HR on your fitness to return to your post. Protocols for consent and confidentiality will apply and you will receive a copy of the report ([Referral to Occupational Health)](https://www.strath.ac.uk/wellbeing/occupationalhealth/referraltotheoccupationalhealthservice/).

A return to work recommendation will be on the proviso that control measures in the work environment are maintained and you comply with the measures until such time that the workplace risk from Covid-19 infection is reduced.

Recognition is given to the fact that here may be any number of reasons why a staff member may not want, or is not able to return to work, besides health concerns. We wish to support all staff returning to work in a way that ensures we recognise your health and well-being, take account of the fact you may be caring for people who are at high or moderate risk or if you are concerned for your mental health. If you have been asked to return to work but are reluctant, worried, or feel you cannot, please discuss the reasons with your manager to identify if any of your concerns can be addressed, what your expectations are, and if there are alternative work options.

|  |  |
| --- | --- |
| **STAFF SECTION – to be completed by member of staff**  **Staff details**  Name  Job title/Department:  Line Manager:  Date:  Anticipated return to work date:  Contact telephone/ email: | **Please**  **tick** |
| I have received a shielding letter from my GP as I have been identified as clinically extremely vulnerable. I need to self-isolate, and under current guidelines I am advised **not** return to work until further notice. |  |
| I am unfit for work and I will submit a Fit Note from my GP (or equivalent) |  |
| I have not received a shielding letter, but I have characteristics under current guidance that identifies me as **clinically vulnerable** and I require an Occupational Health Assessment prior to returning to work on campus |  |
| I have a disability which may prevent me from complying with University guidance about staying safe on campus and I require advice from the Staff Disability Adviser |  |
| I am pregnant (less than 28 weeks) and require a New and Expectant Mother’s Risk Assessment prior to returning to work on campus. |  |
| I live in the same household with someone who is either shielding or in a clinically vulnerable group and I need to take precautionary measures on return to work. |  |
| I am a secondary carer for someone not in my household and require precautionary measures on return to work.  ***Please give further details***: |  |
| There are other issues that may impact on my ability to return to work on campus which I need to discuss with my manager and/or Human Resources prior to return.  ***Please give further details***: |  |
| I consider that I am fit to return to work |  |
| Employee Signature Date: |  |
| **MANAGER SECTION** |  |
| Where staff have been/are currently off sick Fit note received.  Date(s) |  |
| Appointment confirmed with Occupational Health [occupationalhealth@strath.ac.uk](mailto:occupationalhealth@strath.ac.uk)  Date |  |
| Referred to the Staff Disability Adviser for Advice [michelle.holgate@strath.ac.uk](mailto:michelle.holgate@strath.ac.uk) |  |
| [New and Expectant Mother’s Risk Assessment](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/localrules/Local_Rules_for_NEMS_2011.pdf) complete  Date: |  |
| Discussion with manager confirmed |  |
| No issues highlighted |  |
| **Outcome:** |  |
| Date to return to work on campus / / |  |
| Not able to return to work on campus currently - review date / / |  |
| **Name of manager**  **Manager Signature:** |  |