

Getting ready for office re-opening

Employment law considerations

Space and set-up



Ensure your arrangements are kept updated in line with changing government guidelines for making offices Covid-secure.

View our [Managing Safe Return FAQs](#)

Vaccination



Formulate your policy on the Covid vaccine. Will you encourage the vaccine or even incentivise or mandate it? Consider position of employees who cannot accept the vaccine for medical/belief reasons.

Carry out data privacy impact assessments if planning to collect vaccination status.

Consider impact of the NHS Covid pass.

View our [Vaccination FAQs](#)

Risk assessment



Keep updating your workplace risk assessment to reflect new Covid-secure guidelines, the rollout of vaccination and testing and the NHS Covid pass.

View our [Managing Safe Return FAQs](#)

Staffing and resourcing



Wider reopening is taking place from 19 July. When reopening more fully, consider a volunteers only policy initially, or make exceptions for clinically vulnerable, those who live with someone who is vulnerable and public transport users.

Plan approach to employees on furlough and work with providers of outsourced services (e.g. cleaning and catering) to ensure appropriate resourcing.

View our [Staffing Decisions FAQs](#)

Workplace testing



Will you roll out a workplace testing programme?

What is the impact on pay – e.g. will sick pay be available to those who test positive?

Carry out data privacy impact assessments if planning on workplace testing.

Train staff on supervising or conducting testing if necessary.

Consider impact of the NHS Covid pass.

View our [Workplace Testing FAQs](#)

Consultation



Consult employees or their representatives about return to work plans. Consider setting up a standing body for consultation.

View our article [I'm still standing – should employers set up a standing body for collective consultation?](#)

Contracts and policies



Review channels for staff raising health & safety concerns – do they need updating?

Update flexible working policies in line with your approach to remote working, including from overseas. Will some requests be granted automatically? Is there a minimum in-office requirement? What is the impact on pay/expenses?

Do new joiner contracts need future-proofing, e.g. to introduce greater agility?

Do sick pay and absence management policies need updating?

View our article [Do your contracts and policies stand up to the Covid-19 test?](#)

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