



START

Can the Employee Work from Home?

YES

They should work from home

NO

Is the Employee extremely vulnerable?

YES

They should stay at home on Furlough or SSP

NO

Is the Employee happy to return to work?

YES

Is the Employee Pregnant or Clinically Vulnerable?

NO

Can return to work following a Risk Assessment

NO

Does the Employee care for a vulnerable person?

YES

Furlough, Unpaid Leave, Dependants Leave, Annual Leave or offer the safest available roles

YES

Can return to workplace but only to the safest available roles. If none available, assess if level of risk is acceptable

NO

Does the Employee have anxiety or other mental health condition?

YES

Furlough, Sick Absence (with GP Fit Note), Unpaid Leave or Annual Leave

NO

Does the Employee have an issue with childcare?

YES

Furlough, Unpaid Parental Leave, Dependants Leave or Annual Leave

NO

Is the Employee concerned about getting to work safely?

YES

Discuss options with Employee. Not entitled to pay unless reasonable belief they are in imminent danger. Consider adjustments if pregnant/vulnerable

NO

Are they concerned about perceived dangers in the workplace?

YES

Have you addressed all workplace dangers & conducted risk assessments?

NO

Do this now as a matter of urgency

NO

Is the Employee Pregnant?

YES

Needs Pregnancy Risk Assessment, Statutory Right to safe alternate work or suspension with full pay if cant avoid risk

YES

Discuss concerns with Employee. Consider Unpaid Leave or Disciplinary Action

NO

Are they clinically vulnerable?

YES

Offer the safest available roles, Furlough or Unpaid Leave. Do not force them to return but there is no automatic right to paid leave unless they have reasonable belief they are in imminent danger

NO

Discuss concerns with Employee. Furlough or Unpaid leave. Longer term consider Disciplinary Action. Be mindful if they have reasonable belief they are in imminent danger