Unit/Department Manager Return to Work Process SP010.4

Objective: To detail the various stages involved in Managers approving staff return to work post COVID-19.

Owner: Safety Office

Date: 14thJan 2022

Department Return to Campus Unit/Department Manager identifies staff who are required to work on campus Unit/Department Manager issues staff with the hyperlink to the Pre-Return to Work form for completion and submission receives an email confirming that they Unit/Department Has the staff member completed the Return to Manager and Comps & Work form. The Unit/ reported an issue Department Manager confirming that the staff Pre Return to Work member has reported a confirming the staff Covid-19 related issue member completed the form and that no issues were reported. Hnsbookings@ul.ie will member is Very High be automatically notified reported no issues, enabling them to forward the training link onto the Can the staff attends an Occ. work appointment Yes No Unit/Department Manager reviews work Staff area in conjunction with their HR Partner to implement reasonable Staff member returns to work on accommodations and an campus after completing COVID-19 training appropriate. Ócc. Health advise No return to work on Unit/Department Manager advises staff Unit/Department Managers member to submit the daily online Close emails hnsbookings@ul.ie requesting that the training link Contact Log while working on campus