

Interactive Checklists PDF - Guidance (Interim) for Employers on Fitness for Work following COVID-19 Absence

Appendix 1

Checklist A:	2
Returning to work following a suspected case of COVID-19	
Checklist B:	3
Returning to work following a confirmed case of COVID-19	
Checklist C:	4
Worker unfit to return to work following a confirmed case of COVID-19	

NOTE: This interim guidance is published in collaboration with the National Standing Oversight Committee (NSOC) on Cases and Outbreaks of COVID-19 in High Risk Workplace Settings. This guidance will be reviewed and updated as public health advice and government advice change. Please refer to <https://gov.ie> for the most current information on government advice and keep up to date with public health advice [here](#).

Publication Date: 27 October 2021

Employer Checklist: Fitness for Work

Scenario A: Returning to work following a suspected case of COVID-19

		Yes	No
1.	Did you confirm that the worker is 48 hours without any symptoms of COVID-19?		
2.	Did you need to ask the worker to confirm the details of their self-declaration (being 48 hours symptom free), by obtaining a fitness for work note from their general practitioner or occupational health practitioner where available?		
3.	Did you ask the worker to complete and submit a pre-return to work form, in advance of returning to work? See template Pre Return to Work Form		
4.	Have you informed the worker of any new COVID-19 infection prevention and control measures that might affect them?		
5.	Have you made any changes to the workplace or work practices, due to COVID-19, that require an update to your occupational health and safety risk assessments?		
6.	Have you asked the worker to undertake the HSA Work Safely Induction online course and any other training deemed necessary to ensure their safe return to work? See here .		
7.	Have you confirmed that a worker (with a negative test result: COVID-19 not detected) who is a close contact of a confirmed case of COVID-19, has followed Public Health advice, or the advice of the Contact Tracing Team, where applicable, in restricting their movements?		

Employer Checklist: Fitness for Work

Scenario B: Returning to work following a **confirmed case of COVID-19** without health complications

		Yes	No
1.	Did you confirm with the worker that it has been 10 days since they first displayed symptoms of COVID-19, and that they have been 5 days without a fever (a high temperature of 38°celsius or above), before returning to work? (these criteria can run at same time)		
2.	Did you ask the worker to complete and submit a pre-return to work form , in advance of returning to work? Pre Return to Work Form		
3.	Are you aware that the above details can be confirmed by seeking a fitness for work note from a GP/occupational health specialist? (at the discretion of the employer)		
4.	Have you made any changes to the workplace or work practices, due to COVID-19, that require an update to your occupational health and safety risk assessments?		
5.	Have you confirmed that the worker can complete the task/s safely and without risk to their health?		
6.	Have you asked the worker to undertake the HSA Work Safely Induction online course and any other training deemed necessary to ensure their safe return to work? See here .		

Employer Checklist: Fitness for Work**Scenario C: Worker unfit to return to work following a confirmed case of COVID-19**

		Yes	No
1.	Have you maintained appropriate communication with the worker throughout their period of absence?		
2.	Did you ask the worker to provide a self-declaration indicating that they are unfit to return to work and why?		
3.	Did you ask the worker to obtain a note from a general practitioner (GP) or occupational health (OH) practitioner advising that they have been assessed and are unfit to return to work, in line with organisational policy and procedures?		
4.	Have you made the worker aware of any relevant COVID-19 sick leave policies and procedures /absence entitlements?		
5.	Have you provided advice, and information on any available employee supports, to the worker?		
6.	If a medical assessment indicates that the worker is <u>fit for work</u> , but unable to carry out former duties, whether on a temporary or permanent basis, have you considered the provision of a modified role or temporary alternative tasks (where possible)?		
7.	If a medical assessment indicates that the worker is fit for work and a start date is agreed, did you ask them to complete and submit a pre-return to work form? See template Pre Return to Work Form . If Yes, you can proceed to complete Employer Checklist: Scenario B.		