**Guidance for staff who are required to return to help prepare the college site for social distancing and safe working.**

The JTUs acknowledge that colleges will need some staff to return to the workplace before others. These staff will be required to contribute to completion of the necessary risk assessment and safe working systems needed before the college can bring back students and staff to complete any licence to practice assessments.

The JTU acknowledges that these staff are essential and part of the solution and that it will not be possible to open without them agreeing to return to the college workplace to carry out this essential work.

The Joint Trade Unions have agreed with Colegau Cymru a set of 45 protocols to ensure the health and safety of their workforce, which meet the expectation of the Welsh Government in terms of their guidance which will be published on the 10th June 2020.

The first staff to be asked to come in to work are likely to include managerial, technical, IT and cleaning staff. These staff will need to attend on-site as part of skeleton staffing teams, to ensure that colleges are ready to receive staff and students FROM 15th June, to allow students to complete their license to practice assessments and to continue to support those learners for whom the colleges have remained open.

We have a produced a check list below of some of the questions that you may wish to ask your employer to answer before you agree to return to work:

* How will the college manage social distancing, before you do the work needed?
* How will the college ensure a safe working environment in the area in which you will be working?
* Who do I report to during this process?
* Who is the designated first aider?
* Is the necessary equipment / items available prior to my return?
* Will there be plenty of hand sanitising gel available / hand washing facilities?
* Will the appropriate level of PPE be available to me to undertake the work needed?
* Have all the services, water, electric & air conditioning (legionnaire’s disease) etc. been tested / serviced in the last 12 weeks.
* How will our team communicate safely?
* Have my individual circumstances been considered? (for example, is your manager aware of any health conditions that make you vulnerable?)
* What do I need to do if a colleague shows symptoms of Covid19?
* Will staff have the use of a designated toilet to minimise the potential of cross contamination?