# Appendix 1: Return to Work Form (Staff)

## Return to Work Form

To help prevent the spread of COVID-19 in the setting, every staff member must complete and sign this form before returning to work in the setting. On review of the form, the manager may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. **N.B. Every question must be answered. All information included in this form will be handled confidentially.**

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| --- | --- | --- |
| **Staff Member Name:** | **Manager Name:** | |
| **Setting name and address:** | | |
|  | | **Yes / No** |
| 1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? | |  |
| 2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? | |  |
| 3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes accumulative in 1 day)? | |  |
| 4. Have you been advised by a doctor to self-isolate at this time? | |  |
| 5. Have you been advised by a doctor to cocoon at this time? | |  |
| 6. Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. Include information if you live with a person considered vulnerable to COVID-19.  Further information on people at higher risk from Coronavirus can be accessed [here.](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) | | |
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\*if you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6.

\*\* If your situation changes after you complete and submit this form, please tell your Manager.

Name:……………………………………………….Signature……………………………………………Date:………