

Date

Roadmap

HR issue

Documents /Q&A

29th March 2021

- Stay at home order ends
- Minimise travel

HR issue

- Staff must still work from home wherever possible
- Staff who are in quarantine after returning to the UK will not be eligible for SSP

Documents /Q&A

- [Working from home policy](#)
- [Staff working from home](#)

1st April 2021

- Clinically extremely vulnerable people no longer required to shield

HR issue

- If clinically extremely vulnerable people are unable to work from home, make sure premises are COVID-secure and discuss additional precautions with employees

Documents /Q&A

- [COVID-19 risk assessment](#)
- [COVID-19 individual risk assessment](#)

12th April 2021

- Non-essential retail, indoor leisure facilities (eg gyms) and outdoor hospitality services are permitted to re-open

HR issue

- Make sure premises are COVID secure before re-opening (including risk assessment)
- Some sectors required to collect data for NHS Test and Trace
- Bringing staff back from furlough
- Considering how to deal with staff who are anxious about coming back
- How to deal with flexible working requests
- Will you carry out workplace testing?

Documents /Q&A

- [Checklist - Returning to the workplace](#)
- [COVID-19 risk assessment](#)
- [COVID-19 individual risk assessment](#)
- [Furlough leave letter - return to work](#)
- [Flexible working policy](#)
- [Data protection impact assessment policy](#)

12th April 2021

- High Street shops in England to be allowed to stay open until 10pm without any additional permissions, until 21 June 2021

HR issue

- Will you need to amend staff members' contracts if you want them to work longer or different hours?
- Understand the rules around working hours

Documents /Q&A

- [Changing or adding to staff contracts](#)
- [Rules about working hours](#)

17th May 2021

- Indoor hospitality and entertainment venues re-open

HR issue

- Make sure premises are COVID secure before re-opening (including risk assessment)
- Is your business required to collect data from customers for NHS Test and Trace?
- Bringing staff back from furlough
- Considering how to deal with staff who are anxious about coming back
- How to deal with flexible working requests
- Will you carry out workplace testing?

Documents /Q&A

- [Checklist - Returning to the workplace](#)
- [Collecting data for NHS Test and Trace](#)
- [COVID-19 individual risk assessment](#)
- [Furlough leave letter - return to work](#)
- [Flexible working policy](#)
- [Data protection impact assessment policy](#)

1st July 2021

- Employers to begin contributing towards furlough scheme grants

HR issue

- Employers to contribute 10% of usual wages towards furlough pay for time not worked

Documents /Q&A

- [Coronavirus Job Retention Scheme extension](#)

19th July 2021

- All legal limits on social contact to be removed

HR issue

- Return to the office? [workplaces still need to be COVID secure]

Documents /Q&A

- [Return to the office](#)

1st August 2021

- Employers contribution to furlough grant increases

HR issue

- Employers to contribute 20% of usual wages towards furlough pay for time not worked

Documents /Q&A

- [Coronavirus Job Retention Scheme extension](#)

30th September 2021

- Furlough scheme ends

HR issue

- Employers will need to carry out workforce planning and potentially make difficult decisions about whether they can afford to bring all staff back from furlough or look to at other arrangements, including:
 - Reducing pay
 - Changing staff hours (eg to part-time or job-share roles)
 - Moving staff around within the business
 - Temporary lay-offs
 - Making redundancies (whether voluntary or otherwise)
- Some of these changes may require amendments to staff contracts, in which case a proper process must be followed
- If redundancies are the only option, the correct procedure must be followed to avoid claims of unfair dismissal and/or discrimination

Documents /Q&A

- [Coronavirus Job Retention Scheme extension](#)
- [Furlough leave letter - return to work](#)
- [Changing staff contracts](#)
- [Deciding to make redundancies](#)
- [Redundancy process](#)
- [Redundancy toolkit](#)