

Good Practice template - Opting in to office work

Employee declaration

Covid-19: I confirm that

- ✓ I believe that neither I nor anyone in my household is infected with Covid-19
- ✓ I understand that if I, or people in my home, experience any of the main symptoms related to Covid-19, I will self-isolate immediately and alert my manager
- ✓ If I begin to experience Covid-19 symptoms at work, I will immediately advise my manager, and safely return home to self-isolate
- ✓ If I experience any of the main symptoms related to Covid-19, I will seek to obtain a test as soon as possible
- ✓ I have considered the potential risks to any people who I live with or care for who may be vulnerable to Covid-19

Guidelines: I have

- ✓ read, understood and will follow [Insert Employer's name] guidelines for how to stay safe in the office during Covid-19
- ✓ been briefed on the guidelines and have had an opportunity to feedback any concerns to the Workspace team
- ✓ understood that our plans and guidance may need to change without notice and will comply with any new instructions

During the working day: I will

- ✓ have planned my route to the office and am confident that I can travel safely, protecting myself and others
- ✓ arrive at my appointed start time to avoid overcrowding follow all guidelines, signage, and verbal instructions,
- ✓ prioritise the safety and wellbeing of myself and my colleagues, and immediately flag any problems or risks I identify to [insert Employer's designated contact]

Signature	
Full name	
Date	
Department/Location	