**LYIT COVID-19 Return to Work Form**

To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. On review of the form, management 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

|  |  |  |
| --- | --- | --- |
| Employee Name: | Manager Name: | |
| Workplace Address: | | |
| Question | | 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? | |  |
| 1. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? | |  |
| 1. 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)? | |  |
| 1. Have you been advised by a doctor to self-isolate at this time? | |  |
| 1. Have you been advised by a doctor to cocoon at this time? | |  |
| 1. 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. ([at-risk categories](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html)) | | |
|  | | |

\*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 management.

\*\*\*Please confirm that you have completed the LYIT Staff Covid Induction tick box:

*If the answer to any of the questions above is ‘yes’, then the employee is strongly advised to follow the medical advice they received. It is recognised that Doctors are carrying out consultations on line in many instances at this time so a doctor’s certificate may not be available immediately. In this instance, the Institute reserves the right to seek a Doctors certificate in arrears for personnel records when available.*

The Institute is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital interests and maintaining occupational health and will be held securely in line with our retention policy.

Please complete and return this form to Sheral Hetherington, HR Office, [sheral.hetherington@lyit.ie](mailto:sheral.hetherington@lyit.ie) 3 days before seeking to access any campus for essential work.

**Print Name:……………………………………………….**

**Signature:………………………………………………….**

**Date:………………………………………………………**