# **Critical worker exemption checklist**

This process should only be followed:

* where resource shortages are in danger of putting essential functions and services at risk and
* where an individual - who has been notified as a close contact - has volunteered to return to work, in accordance with Scottish Government guidance.

If an individual has volunteered to be considered to return to work, their manager must discuss the possible return to work with them and complete this checklist which the relevant Service Director must review and approve.

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| **Employee’s name** |  |
| **Employee’s employee ID** |  |
| **Employee’s position and place of work** |  |
| **Line manager’s name** |  |
| **Line manager’s contact number and email** |  |
| **What options have been explored prior to considering employee’s return to work e.g. movement of other employees/reduce service delivery etc?** |  |
| **Why are these not an option?** |  |

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| **Checklist questionnaire for essential worker** |
| 1 | Does the individual understand that this is completely voluntary? |  | * **Yes** – continue
* **No** – explain – decision made to continue with the checklist or not
 |
| 2 | Does the individual agree that the information they provide will be true and accurate? |  | * **Yes**
* **No**
 |
| 3 | Is the individual symptomatic?  |  | * **Yes** – individual should book PCR
* **No** – move to Q4
 |
| 4 | Is the individual willing to disclose if they are triple vaccinated (at least 14 days post 3PrdP vaccination)?You should count day one being the day of third vaccination |  | * **No** – individual should self-isolate as per [Scottish Government guidelines](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection)
* **Yes** – move to Q5
* **Not willing to disclose** – individual should self-isolate as per [Scottish Government guidelines](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection)
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| 5 | Is their PCR/Covid status known?PCR test must be taken after being identified as a close contact  |  | * **PCR negative?** Yes - move to Q6
* **PCR positive?** Individual must self-isolate as per [Scottish Government guidelines](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection)
* **Status unknown?** Individual must book PCR
* **PCR test declined?** Individual must self-isolate as per [Scottish Government guidelines](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection)If an individual has had a positive PCR within the last 90 days, they don’t need to carry out another PCR test but should complete a LFD
 |
| 6 | Does the individual have access to lateral flow devices and are they able to use them appropriately? |  | * **Yes** – individual should test daily LFDs as per [Scottish Government guidelines](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection) after exposure to COVID-19, log result and report result to their line manager.
* **No** – individual should make arrangements to access to LFDs prior to return to work as above.
* **Individual declines daily LFD testing** - They must self-isolate as per [Scottish Government guidelines](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection)
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| 7 | **Risk Assessments****Mitigations are met** :* Identify what work activity or situations might cause transmission of coronavirus (COVID-19)
* Think about who could be at risk – this could include workers, visitors, contractors and delivery drivers
* Decide how likely it is that someone could be exposed
* Identify the controls needed to reduce the risk
* Does the individual have any underlying health conditions/ characteristics or caring responsibilities which need to be considered?
* Has the individual shared disclosure that they have been vaccinated, have no symptoms, and consent to daily LFD testing?
* Considerations of travel to/from work
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| 8 | What is the current situation regarding continued exposure to positive person, are they in the same household? |  | If ongoing continued exposure to infected person, the individual should not be asked to return to workplace |
| 9 | Who will the individual have contact with on return to work?Is there a potential risk/concern to those they would be coming into contact with at work? |  |  |
| 10 | What mitigations are in place at the workplace e.g. PPE, hand hygiene and other infection control measures? |  |  |
| 11 | The individual must be aware of the following: * If they develop symptoms after returning and/or a close contact of an individual has a positive test, they must self-isolate and undertake a PCR test
* If one of the daily LFD tests is positive, they must self-isolate and undertake a PCR test
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| 12 | Return checklist to Service Director for considerationIn the absence of a Service Director, return checklist to the relevant Executive Director |  | * **Approved?** Individual returns to work and Service Director submits approval to next CIMT
* **Not approved?** Individual continues to self-isolate
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