**Appendix 1:**

**Management Review of Working Arrangements for Frontline Healthcare Employees with Childcare Responsibilities during COVID-19**

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| --- | --- |
| **Name of Employee:** |  |
|  |  |
| **Name of Manager:** |  |
|  |  |
| **Date:** |  |
|  |  |
| **Options Available** | **Feedback/Notes following discussion with employee** |
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| 1. Opposite shift rotation (where both parents are frontline workers. |  |
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| 1. Longer work days/shifts, which allows for more days at home. |  |
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| 1. Combination of shorter days during the week, with longer days at weekends, when other support may be available. |  |
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| 1. Shift patterns, cognisant of risk mitigation, to assist with childcare and facilitate physical distancing. |  |
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| 1. Swapping of days where part-time working arrangements are in place. |  |
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| 1. Providing expertise to new services and teams, e.g. those set up to support contact tracing, swabbing, occupational or public health etc. |  |
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| 1. Staggered starting and finishing times, including consideration of day on / day off arrangements. |  |
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| 1. Switching to day and/or nights, where possible. |  |
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| 1. Virtual clinics |  |
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| 1. Other |  |
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| Decision reached |  |
|  |  |
| **Sign:** | **Date:** |
|  |  |
| Manager: |  |
|  |  |
| Employee: |  |