

Dear colleague

To enable decisions and provide support around a gradual transition back to on-site working, it's important for you and your line manager to have a conversation around your current circumstances and requirements. This will allow you to jointly agree a course of action around your working duties.

To facilitate that, all staff are being asked to complete an individual **self-assessment**, in line with the latest [Scottish Government risk assessment guidance](#) (issued on 27/07/20).

The COVID-19 Occupational Risk Assessment tool is intended to complement existing occupational risk assessment processes by assessing the specific risk of COVID-19, by allowing you to assess your own vulnerability from COVID-19. The latest evidence shows that age, sex, ethnicity and BMI, in addition to underlying health conditions, all contribute to an individual's risk of developing severe illness if they contract COVID-19 (described as their 'vulnerability'). The self-assessment tool works by 'translating' the level of risk associated with each risk factor into years which are added to (or subtracted from) a person's actual age.

What you need to do:

1. **Complete the Self-Assessment tool** available [here](#). The information you provide within this part of the self-assessment is not shared with anyone, but allows you to identify your own 'COVID Age' and Vulnerability level, which you will need, to be able to complete the Transition Questionnaire. You will not be required to disclose medical details to your manager.
2. **Complete the [Transition Questionnaire](#)**. The self-assessment tool has a link to our online questionnaire form which asks about your current situation (such as your caring responsibilities) as well as about any support you might need to continue remote working.
3. When you **submit the questionnaire**, your answers will be sent to your line manager who will contact you to arrange a supportive and constructive conversation about how you can continue to work safely.
4. An **agreement** should be reached regarding working duties and ongoing arrangements.

Completing the questionnaire should take approximately 7 - 10 minutes. It is best to avoid interruption when completing.

If you have any difficulties accessing or completing the questionnaire then please contact lisa.caulfield@cityofglasgowcollege.ac.uk who will assist in any way possible.

Please note that should any staff member not complete and return this questionnaire, it will be assumed that you are able to continue working remotely or on site as required.

Please also be assured that the information you provide will only be used for the purposes outlined and will be stored electronically in a secure environment. The information will be used for the purpose of informing initial transition plans and longer term arrangements, and as such usage will be subject to the provisions of the General Data Protection Regulations.

Please note: in order to access the Transition Questionnaire on an iOS device, please follow the guidance below:

- Step 1.** Open Settings scroll down to 'Safari'.
- Step 2.** Expand Safari in Settings, scroll down to Privacy & Security section.
- Step 3.** Set 'Prevent Cross-Site Tracking' and 'Block All Cookies' to off (see screenshot below)
- Step 4.** Select 'Clear History and Website Data' then close settings.
- Step 5.** Copy and Paste the link into Safari, rather than just clicking it.

