

# The Return to Work Guide for Dentists – Part 2: Your Team

Use this guide to help you be ready to accomplish a return to work that is successful for your team

*With financial and clinical tasks demanding your attention, it's easy to overlook your role as leader of your team at this crucial time. In order for your business to hit the ground running from day one of re-opening, you need to keep your team informed, involved and reassured about developments as you look to re-open your practice. Use the following planning points to maintain a unified and confident team, ready to support you to maximise your opportunities upon returning to work.*

## What to do now

- **Stay in touch**

Use Zoom meetings to keep ALL your team involved in your business and your practice recovery planning. In particular, furloughed employees can feel isolated from the rest of the team and the practice. They may also feel a sense of resentment about being furloughed. Keep them involved and you'll lessen their concerns about returning to work

- **Assess and protect their mental health**

Hold one-to-one Zoom sessions with each of your team members to ask them how they are feeling and understand their personal situations. Show empathy and provide access to the support available to them personally during lockdown (see our [Lockdown Resource Centre](#) for Mental Health resources available)

- **Keep them busy**

All employees, including those who are furloughed, are permitted to undertake training connected to their roles at your business. Take the opportunity to [boost their existing skills or knowledge where this is required, or encourage them to undertake Covid-19 related online training](#). This not only supports the re-opening of your business, but also shows your commitment to their career and knowledge which helps maintain their morale. Those who are not furloughed can be asked to help you undertake preparatory projects to protect your financial position upon re-opening.

- **Prepare to welcome back your team to the workplace** – see opposite

## What to do upon re-opening

- **Mark their return to work**

Welcome your team and celebrate their return. It is important to re-establish a sense of unity and reinforce your practice culture. A 'welcome back' team-building exercise can be useful. This process should be repeated if your team members are to return on a staggered basis

- **'Re-induct' your team members**

Go through working systems and policies, both existing and new

- **Clearly communicate your sick leave policy**

Reassure your team that they are to self-isolate at home should they experience Covid-19 symptoms, remain at home until the self-isolation period is over or they overcome Covid-19, and will be asked to go home should they develop symptoms while at work. Update your policy as necessary to comply with current public health guidelines

- **Talk to each team member individually**

Discuss how they are feeling as they transition back into the workplace, any residual concerns about returning to work such as family arrangements they may need to manage. Be flexible and answer their queries openly and honestly. This is especially important for team members who may be more vulnerable to the effects of Covid-19

***Remember the Clear Vision team are here to discuss your return to work plans. Just call 01249 712074 to speak to us. We'll be glad to help.***

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