COVID-19 RETURN TO WORK CHECKLIST

A GENERAL GUIDE FOR CREATING A RETURN TO WORK PLAN

Step 1: Prepare the Workplace

☐ Set social/physical distancing parameters
   ▪ Desks and workplaces moved/re-positioned
   ▪ Set limits on in-person meeting attendees

☐ Create a safety and cleaning plan
   ▪ Employers should ensure their workplaces are as safe as possible

☐ Consider implementing employee health screening procedures

☐ Consider EEOC guidelines, as applicable

☐ Make PPE available to employees (while following appropriate health guidelines mandated by localities)
   ▪ Masks, gloves, hand sanitizer, etc.

☐ Increase the number of cleaning supplies available
   ▪ Order now to prepare for when employees come back into the office

☐ Implement food/beverage protocols
   ▪ Limit self-serve food
   ▪ Create a plan for sanitizing lunch/gathering areas

☐ Set a schedule for regular cleaning of all office surfaces

☐ Understand and comply with Occupational Safety and Health Administration (OSHA) record-keeping and reporting obligations
   ▪ Identify positions, if any, with the potential for occupational exposure to COVID-19

Step 2: Prepare the Workforce

☐ Manage anxiety
   ▪ Address employee fears of returning to the workplace
   ▪ Determine how to handle employees who are unable or unwilling to return to work

☐ Solicit feedback
   ▪ What are employees’ thoughts of coming back to work? Challenges?

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Source: SHRM.org
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Send reminders regarding social/physical distancing

Communicate the action plan
  ▪ Will employees be coming back in stages? Timeframe?
  ▪ Phasing-in employees returning to work considerations:
    • Use seniority or other nondiscriminatory factors for selection
    • Consider staggering shifts to limit employee contact to one another

Review required leaves under the Families First Coronavirus Response Act (FFCRA), and/or New York State Emergency Paid Sick Leave to ensure the company and employees understand the eligibility requirements
  ▪ Create a way to track time used and collect supporting documentation for tax credit purposes

Create/edit policies regarding:
  ▪ Return to work/Working from home
  ▪ Guest and visitors
  ▪ Employee travel
  ▪ HR policies regarding illness, support for caregivers, PTO, etc.

Understand the coordination of leave benefits and communicate these to employees as needed

Step 3: Enforce the Action Plan

Reminders to employees
  ▪ Reinforce new workplace procedures with constant communication
  ▪ Communicate/enforce policy changes
  ▪ Ensure employees stay home if sick and reminders that physical distancing policies are being used to protect workers and customers
  ▪ Consider implementing training on new workplace safety and disinfection protocols
  ▪ Have exposure-response communications ready to go to any affected employees and customers

Ensure a culture of trust and transparency

Continuously monitor the environment including regulatory changes and guidance issued by government agencies and localities, as well as the overall workplace environment, and modify the plan as needed

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