Getting back to business checklist:

21 considerations when welcoming your team back to work

The coronavirus (COVID-19) has caused many employers to shift work arrangements, whether through remote work, furlough or other measures. As state and local governments adjust regulations, you are likely making plans to resume operations as quickly and safely as possible.

As you consider your "new normal," there are a variety of health, safety and employment legal considerations, and many of these issues vary by industry and location.

Use this checklist as a starting point to help you plan for welcoming your team back to work.

Preparation phase

Create a **clear employee communication plan about the company's plans to reopen. Tip:** Include your rehire process, new policies, trainings to expect, and your commitment to protecting workers and customers.

Determine whether any state, local, or industry **mandates will limit the reopening** of your facilities. **Resources:** White House guidelines; State Governor's websites; CDC: Communities, Schools, Workplaces, and Events; Federal OSHA COVID-19 website

Check federal, state, local, and OSHA laws and **update HR policies and procedures. Resources:** Temporary Rule: Paid Leave under the FFCRA; Federal OSHA COVID-19 website; State OSHA plans

If some employees will remain furloughed, use neutral selection criteria to **determine which employees will be brought back after furlough. Tip:** Look at data points such as seniority, performance, or job classification.

Check benefit eligibility for employees who were furloughed or laid off and ensure the employee is offered the opportunity to enroll in benefits.

Notify employees with a "return to work" letter that includes their return date, work schedule, pay, benefits, PTO, new policies and procedures, and an at-will employment disclaimer. **Resource:** CDC: Guidelines Opening Up America Again

Properly classify employees who are returning to work as exempt or non-exempt. **Resources:** FLSA Guide; Exemption Info Sheet

Prepare to **address requests from employees who refuse to return to work** or ask to continue telework due to child care, health and safety concerns. **Resources:** FFCRA Q&A; EEOC: What You Should Know: COVID-19, ADA, Rehabilitation Act, and Other EEO Laws

Assess whether leave and other accommodations may be required by federal, state, or local law. **Resources:** FFCRA Q&A; EEOC: What You Should Know: COVID-19, ADA, Rehabilitation Act, and Other EEO Laws

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Engage in a dialogue and **provide reasonable accommodations** to employees who may be more vulnerable to COVID-19 because of underlying health conditions. **Resources:** Pandemic Preparedness in the Workplace and the ADA; Job Accommodation Network

Consider **changes to the physical workplace** to reduce risk of exposure to COVID-19 and comply with applicable social distancing mandates, such as moving workstations, altering layouts and access points, and installation of barriers. **Resource:** CDC Interim Guidance for Businesses and Employers

Post notices (e.g. FFCRA poster if less than 500 employees, hygiene/handwashing reminders, social distancing reminders, state and local posting requirements). **Resources:** U.S. DOL Workplace Posters; CDC COVID-19 Print Resources

Implement **cleaning and disinfection protocols**, consistent with CDC and OSHA guidance. **Resource:** CDC Cleaning and Disinfecting Your Facility

Evaluate mandatory or voluntary **use of masks, gloves**, and face shields. **Resources:** CDC General Business FAQ; Federal OSHA COVID-19 website; State Governor's websites

Develop **protocol for addressing employees with reported COVID-19 symptoms** or diagnosis. **Resource:** CDC General Business FAQ

Back to work phase

Train employees on new policies, protocols, and rules.

Consider **staggered scheduling** and group scheduling to minimize the impact of a COVID-19 exposure on your workforce. **Resource:** CDC Interim Guidance for Businesses and Employers

Consider **updating job descriptions** to address changes in job duties and essential job functions.

Ensure **COVID-19 cases are recorded** per OSHA guidance. **Resource:** Federal OSHA COVID-19 website

Remind and encourage employees that they **should not report to work when sick. Resource:** CDC Interim Guidance for Businesses and Employers

Determine **how and when employees** on Emergency Paid Sick Leave (EPSL) or Emergency Family and Medical Leave (EFML) will return to work. **Resources:** Families FFCRA: Questions and Answers; What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws

Communicate regularly with employees. **Tip:** Keep employees in the know about the actions you're taking to respond to their feedback and keep them safe.

Contact ADP today to learn more about how we could help your business get back to work.

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