

COVID-19 RETURN TO OFFICE CHECKLIST

Workplace Safety Preparation

- Implementing employee and visitor health screenings protocols (e.g., medical questionnaires, temperature taking, etc.)
- Developing a multi-tiered exposure response plan for employees who have been diagnosed with COVID-19, have symptoms, or have been exposed to the virus
- Procuring Personal Protective Equipment (PPE) such as masks, gloves, hand sanitizer, etc.
- Creating detailed cleaning protocols (and procuring necessary supplies)
- Establishing safety and physical distancing measures within the workplace such as:
 - Requiring use of certain PPE
 - Staggering shifts, schedules, and breaks
 - Rotating “in office” work with remote work
 - Repositioning work stations to increase distance
 - Implementing one-way traffic patterns
 - Creating separation protocols for common areas (physical changes, occupancy limits, and limits on employee behavior)
- Defining customer/client and visitor protocols
- Restricting business travel
- Understanding and complying with OSHA, CDC, and local safety and health guidelines
- Drafting a workplace safety complaint procedure
- Creating a Workplace Safety Committee

Returning Employees to Work

- Planning how and when to return employees to work in order to ensure an organized and legally defensible approach
- Providing written communication to employees about how and when they will be returning and notifying them of any changes in schedule, compensation, benefits, etc.

Returning Employees to Work - cont'd

- Evaluate issues for employees who have been furloughed or laid off (e.g., benefits, compensation, new-hire paperwork, etc.)
- Creating scheduling that is consistent with your safety protocols (e.g., phased-in opening, staggered shifts, staggered breaks, etc.)
- Creating a plan for those employees in vulnerable populations or who are unable to return to normal work due to COVID-related child care restrictions (including evaluating potential accommodations)
- Determining how to handle employees who are unable or unwilling to return to work
- Notifying the state unemployment agency of employees who have been recalled
- Developing a written protocol for employees who have had confirmed or suspected case of COVID
- Developing a clear communication and training plan for all employees that will ensure they understand all new business practices and protocols and their individualized responsibilities

Revision of Policies and Procedures

- Paid sick leave and PTO policies should be adjusted to reflect new regulatory requirements and re-established business practices
- Protocol for handling leave requests also must be evaluated in light of new regulations and updated business practices
- Telecommuting and flexible work policies should be updated to reflect what work can be done remotely and detail the procedure for requesting telework/flexible work arrangements
- Travel policies should be updated to reflect essential versus non-essential travel and the impact of existing governmental travel restrictions
- Evaluate worker classifications (exempt v. non-exempt, independent contractors)