

## COVID-19 Overview of Considerations for Return to Work

- **Create a COVID-19 Response Person or Task Force to plan and execute the re-opening.**
  - Ensure the COVID response person/team will be effective in determining things like which federal, state and local rules you must follow and understand your workforce's risk level
- **Prepare the Building**
  - Consider having split shifts or alternating work schedules to limit the amount of people in the office at one time
  - Redesign spaces, alternate desk/chair use, etc., for social distancing; consider your desk, conference room, entrance and office arrangement and any changes you need to make to keep people a safe distance apart
  - Consider your lunchroom/breakroom and bathroom use
  - Discuss Guidance on cleaning workspace – the steps the company is taking to keep the space sanitized as well as the steps that employees are expected to take to maintain sanitization
  - Establish a plan for reducing touch points and increasing cleaning
  - Consider making available sanitization stations (wipes and/or sanitizing hand gel) around the workspace
- **Prepare the Workforce**
  - Consider anonymously surveying your employees regarding returning, and in turn, communicate transparently
  - Consider a phased approach to re-opening
  - Allow employees to continue to Work from Home as much as practical
  - Consider what positions will be recalled, which will remain on layoff/furlough, which will be recalled to increased or decreased hours
  - Determine if employee status changes—exempt to nonexempt or full-to part-time status—are needed to reopen or if those already made will continue
  - Plan for how and when employees will [return to work](#) or to the worksite to create an organized and controlled approach
  - Provide advanced notice to employees of reopening plan; continue to foster a two-way communication plan
  - Train, train, and re-train staff on the new procedures
  - Review employee benefits for staff who have been recalled (ie. PTO, 401K, health plans)- certain notices or actions may be required to [stay compliant](#)

- Review any compensation changes and the plan for any missed performance reviews (will bonuses be affected, hazard pay revoked, etc.)
- **Prepare the Organization**
  - Develop and utilize an employee health screening tool for each employee entering the workplace each day
  - Develop policies specific to COVID-19. Examples include:
    - around PPE (providing and using CFC)
    - employee screening methods
    - sanitization
    - travel
    - social distancing/group meetings, possible office retrofitting
    - exposure control plan
    - FFCRA
    - Telecommuting
    - infectious control plan
    - update PTO policy if staff hasn't been using their PTO
  - Define customer and/or visitor contact protocols (directing traffic, limiting number of customers handshakes, contactless pickup/drop-off)
  - Have a strong plan in place on how you would respond if there was a resurgence
  - Prominently display CDC information (posters)
  - Provide resources for employees for management of stress, anxiety, health, and well-being
  - Notify the state unemployment agency of employees [recalled to work](#)
  - Consider whether you need to invoke New Hire Paperwork for recalled staff (Employees returning to work who remained on the payroll would generally not need to complete new paperwork.)