

COVID-19 | Developing a Return-to-Work Strategy

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RTW Team

- Assemble team or task force
- Designate leadership, responsibility and accountability

Assess Present Position

- Business impact
- Critical business needs
- Obstacles
- Opportunities to change or improve business practices
- Federal and local guidelines
- Infection control protocol requirements
- Reopening strategy, short, mid and long term plans (Phase 1, 2 and 3)

Disease Prevention Topics

Topics	Description
Policies	Develop new procedures/programs to minimize risk, outline guidelines, schedule changes, salary or benefit changes, workplace equipment and materials, WFH In accordance with OSHA, Health Department, HR policies, Insurance requirements
Communication	Employee – Welcome back, procedure and policy changes, disease prevention measures, posters, signs Clients and Business Partners – Changes in business practices, schedule changes
Facilities	Work space, equipment, common areas, meeting rooms, equipment, materials, reinitiating services, utilities, etc.
Education	Infection control, personal hygiene programs, workplace and social distancing protocols
Monitoring	Screening, hygiene, monitor and report health conditions, track outcomes, results and implementation effectiveness,
Sanitization	Preparation of facilities, improved practices for cleaning and sanitizing, new traffic patterns,
Supplies	Masks, sanitizer, thermometers, tests, other disease prevention supplies
Interactions	Reduce interactions between employees, clients, business partners, business travel

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