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?

ONEGROUP®

- ☐ 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

ONEGROUP®