## Background pattern  Description automatically generatedRETURN TO OFFICE ACTION PLAN DISCUSSION GUIDE

Use this discussion guide to ensure that all employees are aware of and understand crucial components of [company name’] post-coronavirus Return to Office Action Plan.

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| Return to Work Timeline |
| Topic | **Comments/Questions** |
| Return to work phases |  |
| Corporate cleaning prior to reopening |  |
| Whether the employee will be permitted back in the office under Phase One or Phase Two |  |
| New administrative workplace protocols to preserve safety (e.g., virtual, office modification and staggered schedules) |  |
| Work-from-home expectations |  |
| Business-related travel expectations |  |
| Personal travel expectations |  |

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| Workplace Protocols |
| Topic | **Comments/Questions** |
| Employee screening protocols:* Reasoning behind screening
* Nondiscriminatory screening process
* Confidential storage of screening results
* Process to be followed if screening reveals an employee is exhibiting COVID-19 symptoms
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| COVID-19 exposure or confirmed illness protocols:* Process for reporting exposure
* Process for reporting confirmed illness
* Self-quarantining expectations
* Considerations to be satisfied before an employee who had COVID-19 can return to work
* Reporting transparency expectations
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| Social distancing protocols:* Explanation of social distancing
* Guidelines for social distancing
* Measures is taking to ensure employees can practice social distancing
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| Workplace Protocols |
| Topic | **Comments/Questions** |
| General employee health and safety protocols:* Employee hygiene expectations (e.g., frequent hand-washing, covering coughs and sneezes, and avoiding touching face)
* Measures taken by to provide ample cleaning supplies and keep the office clean
* Expectations for wearing CDC-compliant face coverings at work
* Cleaning and disinfecting expectations for employees
* Other office procedures:
* Delivery procedures
* No-visitor policy
* Vending and catering services
* Employee mental health services
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| Individual Requests |
| Topic | **Comments/Questions** |
| Employee concerns |  |

For additional information, please refer to [Company Name's] Return-to-Work Action Plan.