## 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 |  |
| 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 |  |
| 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.