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## RETURN TO WORK CHECKLIST

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### Postings and Policies

- Post the Families First Coronavirus Response Act (FFCRA) poster in a visible place. Where employees will remain working from home, send by email or post to Company intraweb or employee website.**
- Review and revise hiring practices and policies:**
  - Have staffing needs changed?
  - Do you need to change benefits or pay to become more competitive?
  - Use remote interviewing techniques as much as possible.
  - Update onboarding practices.
  - If you are recalling only some workers that were laid-off or furloughed, ensure your practices for determining who to recall do not discriminate against any group of employees.
- Review and revise leave policies:**
  - Know how the FFCRA affects your previous policies and practices.
  - Consider implementing PTO/vacation rollovers, grace periods, and revise guidelines for usage if vacation is forfeited if not used by year end.
  - Consider implementing or revising bereavement leave policies.
  - Ensure that all employees have access to and an understanding of all leave policies that may apply to them.
- Review and revise work from home and child care policies.**
- Update work travel policies in light of any new orders in your state and any new practices being implemented in the workplace to keep employees/customers safe.**
- Review rehire/reinstate provisions for your benefit policies (eligibility/waiting periods).**
- Distribute all new or revised policies to all employees.**

## Health and Safety

- Explain company policies and procedures related to illness, cleaning and disinfecting, and work meetings and travel.
- Educate employees on how to reduce the spread of COVID-19 at home and at work (follow Centers for Disease Control and Prevention recommendations).
- If an employee becomes sick at work, send them home.
- Promote safe social distancing in the workplace by encouraging employees to:
  - Remain at least 6 feet away from each other.
  - Email, message, call, or video call rather than meeting face to face.
  - Clean computer equipment, desktops, phones, and workstations often.
- Provide hand sanitizer, cleaning supplies, and face masks or face coverings (where appropriate/necessary) and no-touch disposal receptacles.
- Discourage handshaking.
- Place posters throughout the business to encourage social distancing and hand hygiene.

## Best Practices

- Be aware of any local public health or other orders related to COVID-19 that may affect your business.
- Ensure your workplace cleaning company is up to date on current methods of safely removing COVID-19 hazards.
- Communicate frequently and as transparently as possible with employees:
  - Provide expected timelines for recalling/rehiring employees.
  - Provide returning employees with recall or offer letters.
  - Remain at least 6 feet away from each other.
  - Email, message, call, or video call rather than meeting face to face.
  - Clean computer equipment, desktops, phones, and workstations often.
- Train managers on dealing with employees that may face increased personal challenges during this time, such as bereavement and loss, childcare and school-cancellation challenges, financial stress, and other dependent care and support needs.
- Offer flexibility wherever possible and adjust workloads to be reasonable.
- Be prepared to quickly investigate and stop discriminatory speech or acts in the workplace.

**Consider contracting with an employee assistance program (EAP) if you do not currently have one.**

**Designate a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.**

**Develop a plan to operate if absenteeism spikes or if another shelter-in-place or stay at home order occurs in the future:**

- Implement a plan to continue essential business functions.
- Implement flexible work schedules and leave policies.
- Cross-train employees on performing essential business functions.

**Develop emergency communications plans, including a way to answer workers' concerns.**

**Communicate your appreciation and welcome employees back to work.**