



RETURN TO WORK CHECKLIST

- ✓ WORKPLACE SAFETY
- ✓ RECALL PROCEDURES
- ✓ EMPLOYEE BENEFITS
- ✓ COMPENSATION & TALENT MANAGEMENT
- ✓ REMOTE WORK
- ✓ COMMUNICATION
- ✓ NEW HIRE PAPERWORK

WORKPLACE SAFETY

- IMPLEMENT EMPLOYEE HEALTH SCREENING PROCEDURES**
- Procedures for employees to enter building

- OUTLINE EMPLOYEE HYGIENE AND MONITORING PRACTICES DURING WORK**
- Posters, signage and displays

- DEVELOP AN EXPOSURE-RESPONSE PLAN**
- Isolation, containment and contact tracking procedures
- Stay-at-home requirements
- What to do if an employee gets sick
- Confirmed case action items
- Exposure communication pieces
- Post-exposure return to work plan/guidelines

- PROVIDE PERSONAL PROTECTIVE EQUIPMENT (PPE) & OUTLINE REQUIREMENTS FOR USE AND HOW TO APPROPRIATELY USE PPE**

- IDENTIFY COMMON AREAS AND PLAN TO REGULATE MAX NUMBER**

- IDENTIFY IF ANY DISINFECTING SUPPLIES ARE NEEDED FOR EMPLOYEES**

- CREATE DETAILED CLEANING PROCEDURES AND PROCURE ONGOING SUPPLIES**
- Frequently touched surfaces (light switches, door handles, drawers)
- Office and facility spaces
- Workstations and chairs
- Break rooms, conference rooms, training rooms, lobbies & waiting areas
- Equipment, tools and amenities
- Shared supplies
- Company vehicles
- Elevators and escalators

- DEVELOP HVAC FILTER PROCEDURE AND SCHEDULE**
- Cleaned, disinfected or replaced

- ESTABLISH PHYSICAL DISTANCING MEASURES**
- Staggered shifts and lunch/rest breaks
- Move workstations to increase separation distance
- One-way traffic patterns

- DEFINE CUSTOMER AND VISITOR CONTACT PROTOCOLS**
- Traffic patterns
- Social distancing

NOTES:

WORKPLACE SAFETY (CONT.)

- Contactless pickup & drop off
- Video or telephone conferencing versus in-person meetings
- Door signs with guidelines

- IDENTIFY SUB-CONTRACTORS AND OUTSIDE RESOURCES**
- What work can be performed
- Who can enter the building
- What they need to do to enter the building

- IDENTIFY SHIPPING AND RECEIVING PROTOCOLS**

- IDENTIFY OSHA AND WORKERS' COMPENSATION RECORD KEEPING AND REPORTING OBLIGATIONS**

- IDENTIFY ANY FACILITY OR WORKSTATION CHANGES THAT ARE NEEDED**
- Barriers
- No-touch solutions
- Workstation configurations
- Restrooms and breakrooms
- Conference, training and board rooms
- Equipment and office supplies

- UPDATE BUSINESS CONTINUITY PLAN**

- IDENTIFY PLAN FOR SECOND PHASE OR RELAPSE**

- REVIEW LOCAL AND STATE REQUIREMENTS**

- TRAIN MANAGEMENT STAFF ON NEW POLICIES AND REQUIREMENTS**

NOTES:

EMPLOYEE BENEFITS

- GROUP HEALTH INSURANCE**
- Eligibility Requirements identified for furloughed/laid off employees
- Plan changes incorporated
- Collect premiums due from employees
- FLEXIBLE SPENDING ACCOUNTS**
- Review and process changes for Dependent Care Assistance Program
- Plan changes and communications
- New elections and allowable changes
- 401(K) AND OTHER PENSION PLANS**
- Review eligibility due to layoff or furlough
- Identify any break in service issues
- Review any in service loans
- PAID LEAVES**
- Review FFCRA eligibility and requirements
- Provide employees with a copy of FFCRA communication
- Post FFCRA poster
- Review and make changes to existing PTO policy
- Review ADA & FMLA leave benefits
- Update employee records for any leaves taken or requested
- Flexible schedule
- REVIEW AND UPDATE COMPANY TRAVEL POLICY**
- Domestic travel
- Global travel
- Notice requirements for personal travel
- CONSIDER OFFERING AN EMPLOYEE ASSISTANCE PROGRAM (EAP)**
- REVIEW OTHER BENEFITS FOR ANY CHANGES NEEDED**

NOTES:

COMPENSATION & TALENT MANAGEMENT

- DETERMINE IF ANY ANNUAL PAY INCREASES WERE MISSED AND HOW THEY WILL BE HANDLED. RETROACTIVELY?**
- PAY CUTS - WILL ANY BE MADE OR REVOKED?**
- DETERMINE IF ANY EMPLOYEE STATUS CHANGES ARE NEEDED OR WERE MADE**
 - Exempt to nonexempt
 - Full time to part time
- DETERMINE IF BONUSES WILL BE AFFECTED**
 - Eligibility changes
- REVIEW COMMISSION AGREEMENTS AND STRUCTURES**
- HAZARD PAY - OFFERED OR REVOKED?**
- CONDUCT A PAY EQUITY AUDIT**
- REVIEW OBLIGATIONS UNDER BARGAINING AGREEMENTS FOR UNIONIZED WORKFORCE AND DETERMINE IF FUTURE MODIFICATIONS ARE NEEDED**
- REVIEW CERTIFICATION AND LICENSE REQUIREMENTS FOR UPDATES NEEDED**
- REVIEW AND REVISE HIRING PRACTICES AND POLICIES**
- REVIEW ARRANGEMENTS WITH 1099 CONTRACTORS**
- REVIEW ARRANGEMENTS WITH TEMPORARY STAFFING AGENCIES**
- REVIEW OPEN POSITIONS**
- DEVELOP PLAN TO ADDRESS SPIKES IN ABSENTEEISM**
- REVIEW TALENT MANAGEMENT PRACTICES AND MODIFY AS NEEDED**
 - Performance management and reviews
 - Rewards and recognition programs
 - Training and development programs
 - Learning platforms

NOTES:

REMOTE WORK

- REVIEW TELECOMMUTING ARRANGEMENTS**
 - Continue or recall back to office
 - Temporary or permanent
- REVIEW TELECOMMUTING AGREEMENTS AND MODIFY, IF NECESSARY**
 - Outline what work/jobs can be performed in a remote arrangement
 - Eligibility requirements
- DEVELOP PROCESS TO RESPOND TO REQUESTS FROM EMPLOYEES TO WORK REMOTELY**
- UPDATE TECHNOLOGY TO SUPPORT VIRTUAL WORKERS**
 - Identify any security issues
 - Identify equipment required for telecommuting
 - Hardware, software and support

NOTES:

COMMUNICATION

- CREATE A COMMUNICATION PIECE "WELCOME BACK" PACKET FOR EMPLOYEES**
- COMPANY'S SAFE MEASURES AND EXPECTATIONS OUTLINED**
- DETAIL WHAT TRAINING ON NEW WORKPLACE SAFETY AND DISINFECTION PROTOCOLS HAVE BEEN IMPLEMENTED**
- CREATE EXPOSURE-RESPONSE ACTION PLAN AND COMMUNICATION PIECES FOR CLIENTS, EMPLOYEES AND CUSTOMERS**
- PREPARE MEDIA COMMUNICATIONS SO THEY ARE READY TO RELEASE**

NOTES:

NEW HIRE PAPERWORK

- DETERMINE EMPLOYMENT APPLICATION AND BENEFIT ENROLLMENT REQUIREMENTS FOR REHIRED WORKERS**
- REVIEW AND MODIFY ORIENTATION PROCEDURES**
- SUBMIT NEW HIRE REPORTS FOR NEW AND REHIRED WORKERS**
- NOTIFY STATE UNEMPLOYMENT AGENCIES OF RECALLED WORKERS**
- ADDRESS FORM I-9 ISSUES AND UPDATE AS NEEDED**
- UPDATE EMPLOYEE PERSONNEL FILES**
- REVIEW AND UPDATE ANY JOB DESCRIPTIONS THAT MAY HAVE CHANGED DUE TO MODIFIED WORK ARRANGEMENTS**
- DETERMINE IF NEW ROLES/RESPONSIBILITIES NEED TO BE IMPLEMENTED**
 - Designated pandemic expert(s) or committee
 - PPE & training experts
 - Quarantine monitors
 - Deliveries clerk(s)
 - Supplies manager(s)
 - Communications captain
 - Emergency response team

NOTES:
