

COVID-19 Return to Work Checklist

Posting and Policies

<input type="checkbox"/>	Post the Families First Coronavirus Response Act (FFCRA) poster in a visible place. For remote employees you can post to iSolved, Company information page.
<input type="checkbox"/>	Review and revise hiring practices and policies: <ul style="list-style-type: none"> <input type="radio"/> Have staffing needs changed? <input type="radio"/> Do you need to change benefits or pay to become more competitive? <input type="radio"/> Use remote interviewing techniques as much as possible. <input type="radio"/> Update onboarding practices. <input type="radio"/> 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.
<input type="checkbox"/>	Review and revise leave policies: <ul style="list-style-type: none"> <input type="radio"/> Know how the FFCRA affects your previous policies and practices. <input type="radio"/> Consider implementing PTO/vacation rollovers, grace periods, and revise guidelines for usage if vacation is forfeited if not used by year end. <input type="radio"/> Consider implementing or revising bereavement leave policies. <input type="radio"/> Ensure that all employees have access to and an understanding of all leave policies that may apply to them.
<input type="checkbox"/>	Review and revise telework and child care policies.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Review rehire/reinstate provisions for your benefit policies (eligibility/waiting periods).
<input type="checkbox"/>	Distribute all new or revised policies to all employees via iSolved. Email notifications and acknowledgements can be setup.

Health and Safety

<input type="checkbox"/>	Explain company policies and procedures related to illness, cleaning and disinfecting, and work meetings and travel.
<input type="checkbox"/>	Educate employees on how to reduce the spread of COVID-19 at home and at work (follow Centers for Disease Control and Prevention recommendations).
<input type="checkbox"/>	For employees returning to a worksite, create clear guidelines on what's expected of them in the workplace. For example, must they wear masks? Will masks, gloves, hand sanitizer and other items be provided? Are workplace hours different? Will you be taking employees' temperatures each day when they arrive? Is teleworking or staggered shift work allowed/encouraged?

<input type="checkbox"/>	Ensure that all employees who are currently ill or have contact with an ill family member stay home (follow CDC recommendations for length of time):
	<ul style="list-style-type: none"> <input type="radio"/> Do not return to work with symptoms. <input type="radio"/> Quarantine for 14 days.
<input type="checkbox"/>	If an employee becomes sick at work, send them home.
<input type="checkbox"/>	Promote safe social distancing in the workplace by encouraging employees to:
	<ul style="list-style-type: none"> <input type="radio"/> Remain at least 6 feet away from each other. <input type="radio"/> Email, message, call, or video call rather than meeting face to face. <input type="radio"/> Clean computer equipment, desktops, phones, and workstations after each shift.
<input type="checkbox"/>	Provide hand sanitizer, cleaning supplies, and masks (where appropriate/necessary) and no-touch disposal receptacles.
<input type="checkbox"/>	Discourage handshaking.
<input type="checkbox"/>	Place CDC posters throughout the business to encourage social distancing and hand hygiene.

Best Practices

<input type="checkbox"/>	Ensure your workplace cleaning company is up to date on current methods of safely removing COVID-19 hazards.
<input type="checkbox"/>	Communicate frequently and as transparently as possible with employees:
	<ul style="list-style-type: none"> <input type="radio"/> Provide expected timelines for recalling/rehiring employees. <input type="radio"/> Provide returning employees with recall or offer letters.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Offer flexibility wherever possible and adjust workloads to be reasonable.
<input type="checkbox"/>	Be prepared to quickly investigate and stop discriminatory speech or acts in the workplace.
<input type="checkbox"/>	Ensure EAP Brochures are available via iSolved. Consider adding an EAP plan if you don't have one.
<input type="checkbox"/>	Designate a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
<input type="checkbox"/>	Develop a plan to operate if absenteeism spikes or if another lockdown occurs in the future:
	<ul style="list-style-type: none"> <input type="radio"/> Implement a plan to continue essential business functions. <input type="radio"/> Implement flexible work schedules and leave policies. <input type="radio"/> Cross-train employees on performing essential business functions.
<input type="checkbox"/>	Develop emergency communications plans, including a way to answer workers' concerns.
<input type="checkbox"/>	Communicate your appreciation and welcome employees back to work. Send them the Return to work email.

REMINDER – we at Payroll Network are not legal attorneys, and the information provided here is not legal advice. Please consult with your legal counsel for specific questions and guidance.