Payroll Network℠

COVID-19 Return to Work Checklist

Posting and Policies

☐ **Post the Families First Coronavirus Response Act (FFCRA) poster in a visible place. For remote employees you can post to iSolved, Company information page.**

☐ **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 telework 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 via iSolved. Email notifications and acknowledgemnets can be setup.**

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).**

☐ **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?**

- ☐ **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):**
  - ○ Do not return to work with symptoms.
  - ○ Quarantine for 14 days.

- ☐ **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 after each shift.

- ☐ **Provide hand sanitizer, cleaning supplies, and masks (where appropriate/necessary) and no-touch disposal receptacles.**

- ☐ **Discourage handshaking.**

- ☐ **Place CDC posters throughout the business to encourage social distancing and hand hygiene.**

Best Practices

- ☐ **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.

- ☐ **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.**

- ☐ **Ensure EAP Brochures are available via iSolved. Consider adding an EAP plan if you don't 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 lockdown 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. Send them the Return to work email.**

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