

Return to Work Checklist

Posting 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 any state or local paid sick leave laws and determine if you need to reinstate prior accruals.
 - Review any company policies regarding seniority for employees rehired within a certain time period.
- 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.

Preparing for Rehire

- If seeking PPP loan forgiveness, make sure to recall or rehire employees by June 30, 2020.
- Issue letters offering return to work after determining if there will be any changes in positions, organizational structure, or compensation.
- Ensure you provide "new hire" documents to the proper employees.
- If applicable, familiarize yourself with PPP loan forgiveness requirements (ex. compensation, covered costs).

Preparing for Rehire, continued

<input type="checkbox"/>	Determine if the returning employee needs to update or fill out a new Form I-9.
	<ul style="list-style-type: none"><input type="radio"/> Furloughed employees do not need to update.<input type="radio"/> Terminated employees rehired within 3 years of original hire date only need to complete section 3 of the Form I-9.<input type="radio"/> A new Form I-9 must be completed if the employee is being rehired 3 years or more after their original hire date.
<input type="checkbox"/>	Prepare a new Form W-4 for any employee who wants to make any changes as they return to work.

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, make sure they understand what's expected of them in the workplace. For example, must they wear face masks or face coverings? Will protective items and hand sanitizer 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).
<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 often.
<input type="checkbox"/>	Provide hand sanitizer, cleaning supplies, and face masks or face coverings (where appropriate/necessary) and no-touch disposal receptacles.
<input type="checkbox"/>	Discourage handshaking.
<input type="checkbox"/>	Place posters throughout the business to encourage social distancing and hand hygiene.

Best Practices

<input type="checkbox"/>	Be aware of any local public health or other orders related to COVID-19 that may affect your business.
<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"/>	Consider contracting with an employee assistance program (EAP) if you do not currently 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 shelter-in-place or stay at home order 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.