

CHECKLIST | RETURN-TO-WORK

Presented by TechServe Alliance

While it's unclear how long COVID-19 will continue to impact organizations, many employers are looking to the future of employees returning to work and planning how their future workplace will operate. The appropriate return-to-work plan for a workplace will vary, as every organization has been uniquely impacted by COVID-19. In preparation for asking employees to come back to work, it's imperative that employers thoughtfully construct a return-to-work plan and consider best practices for a safe and efficient return to the office. To aid in getting started, employers can review topics on this checklist, which addresses COVID-19-related workplace topics compiled from the Centers for Disease Control and Prevention (CDC) and highlights general return-to-work topics.

Policies and Preparedness	YES	NO	N/A
Is your organization monitoring ongoing federal, state and local workplace guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization aware of any and all local public health or other orders related to COVID-19 that may affect your business or workplace policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization reviewed relevant return-to-work policies? These could include: <ul style="list-style-type: none"> • Paid time off (PTO) • Sick leave • Remote work • Travel • Masks and social distancing 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization reviewed employee benefits to holistically support employees' well-being? These could include: <ul style="list-style-type: none"> • Flexible scheduling options • Telemedicine access • Mental health resources • Financial wellness resources 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization compliant with all updated Occupational Safety and Health Administrations (OSHA) regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a preparedness plan for any future partial or full closings of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed representative at TechServe Alliance or legal counsel to address possible compliance requirements. © 2021 Zywave, Inc. All rights reserved.

COVID-19 Vaccine Considerations	YES	NO	N/A
Has your organization planned for how vaccinations will impact efforts to reopen the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization created a voluntary or mandatory COVID-19 vaccine policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, has your workplace developed a policy for employees who have a medical, religious or other exemption from receiving the vaccine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization determined whether your workplace will offer on-site vaccinations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If offering vaccinations on-site, has your organization planned for the logistics of vaccine distribution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not offering vaccinations on-site, has your organization determined alternative sites where employees can receive vaccines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On-site Workplace Considerations	YES	NO	N/A
Has your organization planned for how vaccinations will impact reopening the workplace (e.g., social distancing or mask-wearing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are current health and safety protocols posted in multiple areas of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees encouraged to wash their hands regularly or use hand sanitizer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees expected to wear face coverings or masks in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees expected to socially distance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your workplace layout been set up to encourage social distancing and discourage congestion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees expected to work alternative hours or schedules? These could include: <ul style="list-style-type: none"> • Staggered shifts • Staggered meal and rest breaks • Compressed workweeks or flexible start and stop times 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your facilities have high-functioning air filters and ventilation systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have frequent routine cleaning and disinfecting schedules been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remote Workplace Considerations	YES	NO	N/A
Has your organization considered the long-term feasibility and logistics of remote or hybrid work in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have established standards for both on-site and remote employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have remote work expectations for employees been established? <ul style="list-style-type: none"> • Telecommuting policy • Technology specifications • Remote work expectations • Hybrid work expectations • Working hour expectations • Communication expectations • Cybersecurity expectations • Work responsibilities expectations 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your employee handbook been updated with remote and hybrid work guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a plan for keeping remote employees engaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a process for remote employees to request additional equipment should they need it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, has your organization established a process for onboarding remote employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Visitor Considerations	YES	NO	N/A
Does your organization have any current health and safety protocol expectations for on-site or in-person visitor, customer or vendor contact? <ul style="list-style-type: none"> • Social distancing guidance • Handshaking and other greeting guidance • Telephone or videoconferencing versus in-person meetings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have any current health and safety protocols or expectations for visitors posted in multiple areas of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Communications	YES	NO	N/A
<p>Has your organization shared general information about the COVID-19 vaccines with employees?</p> <ul style="list-style-type: none"> • Overview of available vaccines and their differences • Number of doses required for vaccination • Facts and myths about the vaccine • How vaccines work • Benefits of vaccines • Efficacy and safety of vaccines • Possible side effects of vaccines 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization sharing any updates with employees on an ongoing basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization established two-way communications with employees and specified a point of contact for employees who have questions, comments or concerns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees being referred to a primary channel of communications for COVID-19-related updates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received communications regarding expectations for working on-site (e.g., hand-washing, proper social distancing or mask-wearing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does your organization have a plan for regular communication with remote employees?</p> <ul style="list-style-type: none"> • Frequent and consistent manager check-ins • Teamwide communication • General employee communication 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization shared health and wellness resources with employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received information on relevant return-to-work existing and updated policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The details of each employer’s return-to-work plan will look different, so use this checklist as a guide to understand and plan for key issues. When developing or updating policies, employers should seek legal advice from local legal counsel. For more resources on COVID-19-related topics or return-to-work planning, contact TechServe Alliance today.