

POST-PANDEMIC RETURN-TO-WORK CHECKLIST



Ministry name: _____

Date: _____

Economic/Operational Considerations

- Have we made a written recovery plan to phase employees back to work based on need?
- Which employees are essential to return to work, i.e., they must return to work to fulfill our operational goals.
- Is there funding available for compensation of wages or salary and applicable benefits?
- Can the employee return to full-time or should we reduce hours to part-time?

Safety Considerations

- Can the employee work with physical distance of at least six feet from other employees?
- Should we consider providing masks, gloves, hand sanitizer stations? Should we require employees to wear their own masks and gloves?
- Can we ensure that most employees do not share work spaces?
- Does the employee have their own desk, phone, computer, tools, equipment, etc.?
- Can we ensure that common areas are cleaned/disinfected on a regular schedule? (See CDC recommendations for cleaning/disinfecting)
- Should we close common areas?
- Will there be a staggered work schedule, such as alternating/rotating days or shifts?
- Can some employees continue to telework to reduce possible exposure?

- Is the employee able to minimize face-to-face meetings/interactions while at work? Do we need to provide equipment or software to accomplish this?
- Will we conduct limited health screening of employees upon their return to work? (Employers may take employees' temperature and may ask if employees are experiencing fever, chills, cough, shortness of breath, or a sore throat. You **may not** ask if an employee has or had COVID-19 or any other illness. You **may not** ask an employee for a COVID-19 antibodies test result. Records must be kept confidential and separate from personnel files.)
- Have we created a confidential avenue for employees to report symptoms?
- Have we created a notice/policy to let employees know that if they experience symptoms they cannot physically return to work without a physician's written clearance?
- Have we created a way to capture who is at work and who isn't to trace contact in the event of a positive COVID-19 result?
- Have we assigned HR to continually monitor federal, state, and local public health orders and CDC guidelines?
- Have we created a response plan for an employee with a positive COVID-19 result?
 - Communication with employee
 - Communication with other staff
 - Communication with staff possibly exposed
 - Quarantining exposed staff
 - Communicating policies for return to work after exposure/quarantine
 - Create a temporary lockdown plan for cleaning and disinfecting workplace
 - Employee HIPPA protections followed

Visitor/Public Contact Considerations

- Can we reduce an employee's need to meet with others in public?
- Can/should we reduce the need for travel?
- Should we close the office to visitors and guests?
- When should we open the office to guests and visitors?

- Can/should we limit vendors and contractors on-site? Can we change deliveries to a safer location/procedure?)
- Are we asking contractors and vendors if they are following CDC/OSHA guidelines and whether they are experiencing symptoms?

Continued Recovery Considerations

- Do we have a plan to return to our “Before COVID-19” workplace environment?
- Should/will we change our working environment moving forward?
- Should we consider permanent telework for some employees?
- Should we consider having a written Emergency Preparedness Plan, including an infectious disease/pandemic plan moving forward? (Although you are not required to do so, OSHA recommends it.)

Helpful Resources:

- <https://www.cdc.gov/niosh/docs/2009-111/pdfs/2009-111.pdf?id=10.26616/NIOSH PUB2009111>
- <https://www.fema.gov/media-library/assets/documents/89518>
- <http://terrafirmaenterprises.com/>