



## RETURN TO WORKPLACE PANDEMIC RESPONSE TEAM CHECKLIST

### STEP 1: ESTABLISH YOUR PANDEMIC RESPONSE TEAM

#### Define the Team's Mission, Goals and Objectives

- Define scope of authority
- Develop a comprehensive Return to Workplace Plan
- Consider available resources and corporate priorities
- Monitor oversight of plan implementation
- Maintain flexibility to address plan changes as necessary

#### Designate Team Members

- Executive
  - With decision-making authority
- Legal
  - Employment (federal, state and local laws)
  - Regulatory (federal and state OSHA)
  - COVID-19 specific (federal, state and local orders)
- Human Resources
  - Staff management and communication (corporate and by location)
  - Employee health benefits
  - Scheduling
  - Workplace usage and monitoring
- Information Technology
  - Equipment
  - Data security
- Facilities
  - Leased or owned premises requirements and protocols
  - Physical workplace changes (e.g., physical barriers, staggered workspaces, signage)
  - Personal protective equipment (e.g., masks, gloves, hand sanitizer)
  - Environmental cleaning and ventilation
  - Restricting use of shared items (e.g., supplies, phones, common spaces)
- Public Relations
  - Internal
  - External



## STEP 2: ESTABLISH YOUR PROCESS FOR POLICY REVIEW, REVISION AND IMPLEMENTATION

- Factors to Be Considered During Policy Review**
  - Corporate identity
  - Industry
  - Locations/worksites
  - Workforce (e.g., union, non-union)
  - Federal, state and local laws
  - COVID-19 federal, state and local orders
- Identification of Relevant Existing Policies and Protocols for Review and Revision**
  - Benefits
  - Illness/absence
  - Leave
  - Disability accommodation
  - Health and safety
  - Telework
  - Layoffs/furloughs
- Identification of Existing Employee Forms and Agreements**
  - Employee handbooks
  - Employment agreements
  - Collective bargaining agreements

## STEP 3: REVIEW EXISTING POLICIES, PRACTICES AND PROTOCOLS

- Review and Revise Identified Existing Policies**
  - Benefits
  - Illness/absence
  - Leave
  - Disability accommodation
  - Telework
  - Business travel
  - Layoffs/furloughs/terminations
    - Changes in terms and conditions (with documented business rationale)
    - Fair Labor Standards Act (FLSA) concerns
    - Union considerations
    - Benefits impact



- Immigration impact
- U.S. Small Business Administration (SBA) Paycheck Protection Program impact

## **Review and Revise Identified Existing Employee Forms and Agreements**

- Employee handbooks
  - Update to reflect new and revised policies and protocols
- Employment agreements
  - Termination rights, including force majeure
- Collective bargaining agreements

## **STEP 4: IDENTIFY AND IMPLEMENT NEW POLICIES**

### **Identification of New Mandated Worksite Job Postings**

- [U.S. Department of Labor](#)
- State and local

### **Draft and Implement New Policies and Protocols**

- Daily employee health and safety
  - Absenteeism
  - Routine employee wellness checks (e.g., temperature checks, testing, oral/written representations)
    - Confidentiality
  - Social distancing plan and enforcement
  - Use of common spaces
    - Meals and breaks
    - Meetings
  - Visitors and vendors
  - Action plan re: employee positive/presumptive positive for COVID-19
    - Employee notification obligations
    - Employee health data privacy
    - Contact tracing
    - Employer reporting obligations
    - Confidentiality of medical information
- Employee return
  - Applicable return date(s)
  - Work schedules
    - Staggered shifts



- Staggered work hours, days, weeks
- Alternating teams
- By department/building/floor/pod/business unit
- Reduced schedule
  - Workshare options
  - Unemployment benefits
  - Immigration impacts
- Work-from-home teams
- Mandated and voluntary return
- Individualized employee considerations
  - High-risk employees
  - Employee availability for return
  - Employee sensitivities
  - Unemployment benefits availability
- Return to work training
  - Webinars
  - Written materials (e.g., new policies and protocols)
- Continued telework options
- Process for employee reporting of concerns

## STEP 5: MOVING FORWARD

- Maintain Flexibility**
  - Draft a pandemic resurgence plan
- Maintain Awareness of Developments and Changes in the Law**
- Maintain Awareness of COVID-19**
  - Medical guidance
  - State and local impacts
- Address Recruiting, Hiring and Retention Needs**
- Encourage Employee Engagement**
- Ongoing Engagement in Checklist Steps 3 and 4**