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