



RETURN TO WORK CHECKLIST

	<p>Adhere to Emergency Legislation Emergency Paid Sick Leave (employers under 500 employees, or those over 500 employees with city mandates) Emergency Family and Medical Leave (employers under 500 employees)</p>
	<p>Create a Multi-Disciplinary Return to Work Taskforce Risk assessment Prepare for and monitor physical workplace</p>
	<p>Physical Work Space Considerations Implement cleaning procedures Social distancing protocols (large meetings, cafeterias, staggered shifts, handshakes, hugs) Physical changes to the office and worksites Commuting and traveling policies Orient new hires and returning employees to new guidelines Develop vendor/visitor protocols</p>
	<p>Safety Awareness Health screening (temperature checks) Documentation of health screenings Employee privacy Ensure adequate supply of personal protective equipment (masks, gloves)</p>
	<p>Remote Work Management Roles may have changed requiring clarification and revised job descriptions Employee accommodations may be needed Conduct weekly check-ins on productivity Ensure monthly performance based communication and feedback Ensure accountability through identifying measureable outcomes Consider implementing a strategic performance based tool to ensure execution Ensure management is trained to:</p> <ul style="list-style-type: none"> • Reinforce new physical and safety protocols • Advise employees to utilize Employee Assistance Programs (EAP) referrals as needed • Partner with HR on leave requests, accommodation requests, employee concerns
	<p>Policies Consider modifying policies (leave, remote work and time off)</p>
	<p>Compliance Ensure continued compliance with ADA, FMLA, Title VII, and other federal and state statutes and regulations</p>
	<p>Benefits Consider offering education webinars (financial, mental health, management) Consider including telehealth, and mental health benefits (EAP)</p>
	<p>Culture and Employee Engagement Regular check-ins with employees on their physical and emotional wellbeing Ensure expectations about work and deadlines are clear Implement timely leadership updates Keep a pulse on employee trust amidst potential fear, bias and discrimination</p>
	<p>Anxiety, Absenteeism and Other Potential Employee Relations Concerns Be prepared with what to do if an employee gets sick Be prepared to address anxiety Be prepared on how to address absenteeism Be prepared with how to address exposed/quarantined employees Be prepared on how to address at risk employees Be prepared to address racial tensions</p>