COVID-19 Returning to Your Workspace Checklist

Employer Checklist for Re-Opening California

Bringing employees back on-site is an exciting time, but every organization is different: some have had workers onsite all the time, some have workers who may be able to continue working remotely, and some have brick and-mortar locations to bring back to life.

Each organization faces the same challenges and concerns: where and how to begin, how to protect employees, when to communicate to employees, and finding the right path to drive the business forward.

Here's a checklist to help as you start thinking about how to prepare to bring employees back into the workplace; it will ensure you are addressing the key areas of focus.

Communicating Change

☐ Is the leadership team prepared and trained to address concerns as they arise?

☐ Is it possible to repurpose the crisis management team to become the transition and return-to-work team? Is that team ready to monitor the work environment and to maintain records and protocols?

☐ Is there a plan to implement and communicate a Workplace and Safety, Health, and Sanitation Plan?

☐ Is there a way to attain the information necessary to facilitate swift, data-driven decision-making?

☐ Is there a communications and engagement plan that addresses employees returning to the workplace and workers who work remotely?

☐ Is there a plan for training on new protocols and processes, new policies, and new operational procedures during this transition and for future phases of re-entry?

☐ What metrics will define and measure a successful transition?

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Health & Safety

- ☐ What will be the new sanitization protocols, and how often will be done?
- ☐ Do we have guidelines for physical distancing and the use of personal protective equipment (PPE)?
  - If mandatory, what is the plan to obtain and provide PPE for employees?
  - How will we handle discussions with employees who do not want to wear PPE?
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- ☐ Have we identified tiers of necessity for employees, such as who needs to be in the office and when?
  - Is remote work feasible for certain roles?
  - Will staggered shifts, or phasing-in, the return of employees work best?
- ☐ Do we have a plan for managing and monitoring food safety, such as onsite cafeteria, food delivery and minimizing the use of communal areas?
- ☐ What verification methods will we use to ensure the health of our employees, While maintaining adequate employee privacy and company policy in mind?
- ☐ How will we outline visitor, vendor and contingent workforce protocols?
- ☐ Do we have a policy or protocol for immunity or disease testing?

- ☐ Is there a contingency plan, should there be a spike in COVID-19 cases during the return transition period?
- ☐ Do we have a realistic plan to adapt our workspaces to limit close contact between employees, including conference and meeting rooms and other public spaces?

Compliance & Workplace Policies

- ☐ Have we reviewed CDC, OSHA, Federal, state, and local guidelines and recommendations for returning to the workplace? What is the frequency of monitoring for changes in regulations?
- ☐ Should we update our internal policies (including but not limited to rehiring, travel, remote work, video conferencing standards, attendance, paid time off, and health and safety) for this transition period and moving forward?
- ☐ Are we in compliance with the regulatory response that developed as a result of the pandemic?
  - Have we posted mandatory Families First Coronavirus Response Act (FFCRA) posters in the workplace and sent to those working remotely?
- ☐ Do our employees know how to access FFCRA request forms?

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☐ Have we obtained documentation to obtain tax credits under FFCRA, if applicable?

☐ Have we optimized or received funds from the Payroll Protection Program (PPP)?

☐ Is accurate documentation in place to account for the use of these funds?

Employee Re-Engagement

☐ What is our communication plan (and cadence) for COVID-response and re-opening plans for employees?

☐ Have we confirmed and communicated any benefits, 401k, and paid time off
service requirements to workers?

☐ For workers who experienced a change in employment status (a lay-off or furlough, for example), have we created and issued re-hire or welcome back notifications?

☐ How will we manage employees' individual limitations and comfort levels, including underlying health issues, childcare needs, adults-care needs, etc.?

☐ What is the policy for employees who do not feel comfortable returning to the physical workplace?

☐ What are the policies in place, and to be created, to adapt to new conditions, as well as the new benefits around health and wellbeing?

For any additional questions or concerns, please reach out to The Pendolino Group at www.pendolinogroup.com.