

COVID-19 Return to Work Checklist

WPEO *Lunch with the Experts* Webinar

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NUKK-FREEMAN
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EMPLOYMENT ATTORNEYS

COVID-19 Return to Work Checklist

I. Workplace Safety Preparation

- a. Employee and visitor health screening protocols
- b. Safety and physical distancing measures (e.g., personal protective equipment)
- c. Cleaning and disinfection protocols
- d. Workplace safety policy and complaint procedure
- e. Infection control/response plan
- f. Customer/client and visitor protocols
- g. Business travel restrictions and policies
- h. Communication plan

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II. Returning Employees to Work

- a. Planning how and when to return employees to work
- b. Notifying employees of changes in schedule, compensation, benefits, etc.
- c. Recalling furloughed or laid off employees
- d. Creating schedules consistent with safety protocols
- e. Planning for employees in vulnerable populations or who are unable to return to normal work due to COVID-related child care restrictions
- f. Handling employees who are refuse to return to work
- g. Training employees on new business practices and protocols

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III. Policies and Procedures

- a. Workplace safety and complaint policy
- b. Work from home policy
- c. Visitor policy
- d. Travel policy
- e. Infection control/notification protocol
- f. Paid sick leave and family leave policies under new laws
- g. Re-evaluation of PTO policies, employee overtime exemptions, and independent contractor classifications