



# EMPLOYER CHECKLIST:

## RECOVERING FROM COVID-19, RE-OPENING THE WORKPLACE

### I. PLANS FOR RESTORATION OF BUSINESS OPERATIONS

A stable and sustainable return is likely to occur over several phases in a steady progression toward resuming full operation. Below is a detailed checklist of actions to take and items to consider to prepare your workplace **and** your workforce.

#### THE WORKSPACE

- MUST** Review, understand and follow all local and state orders. *The most restrictive requirements should be enforced. Note any industry specific Order and OSHA requirements.*
- MUST** prepare all physical workspaces for ongoing social distancing.

Does your workplace see incoming clients, customers, vendors, or other visitors? *If so, be sure to have visible markings and clear procedures for ensuring maintained social distancing during all interactions, for the safety of staff and the public. Ensure all staff are trained on the interaction protocol.*

Make sure all desks, seating, workstations are spaced 6-feet apart, with visible markings/indicators where necessary. *If this is not possible, then implement a shield where needed.*

Does your workspace have a kitchenette or breakroom? You may need to include signage to indicate limited occupancy and maintain social distancing. Perhaps add handwashing or sanitizing upon entry, prior to touching any surfaces.

You must review CDC, OSHA and where applicable, California guidelines:

*CDC Guidance for Reopening; see .pdf tool*

[California Roadmap ~ Business Requirements and Checklists](#)

[CDC and OSHA Resources](#)

[CDC guidance for cleaning and disinfecting and decision tool](#)

- MUST** display all necessary posters (and distribute to remote staff).
  - (a) CDC Guidance Posters;
  - (b) Employee Rights FFCRA Poster;
  - (c) Social Distancing Protocol and entrance signage; and
  - (d) Notice of Social-distancing in effect
- MUST** identify and provide necessary PPE (i.e. masks, gloves, eyewear, etc.).
- MUST** increase and clearly define cleaning and sanitation practices.

Review current cleaning practices, especially of high touch areas and surfaces, whether conducted by a staff position or outside service.

Clearly define expectations for staff to clean/sanitize their work station, PPE, tools, equipment, etc.



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### I. PLANS FOR RESTORATION OF BUSINESS OPERATIONS - Continued

Make sanitation products available to staff, fully-stocked, and ideally touch-free. Items might include hand soap, hand sanitizer, disinfectant wipes and disinfectant sprays.

- CONSIDER** implementing self screening and temperature checks.
  - (a)** Draft communication (we can help) directing staff to take self-administered temperature checks prior to reporting to work each day. Do not report with a fever.
  - (b)** Post reminder posters by entrance, lockers, break room, restrooms, timeclock, etc. Contact us for a sample poster.
    - Self-check each day before reporting to work; temperature check and symptom check
    - Do not report to work if you have a fever, or symptoms of COVID-19; <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
    - Leave the workplace if you develop symptoms while working
    - Identify a contact person for employees to report if experiencing any symptoms
    - Wash your hands frequently with soap and water for at least 20 seconds
    - Continue to practice physical distancing
    - Cough or sneeze into a tissue or if not available, your elbow
    - Consider wearing a face mask
    - Encourage employees to frequently disinfect high touch areas of the workspace
    - Ensure daily disinfecting routine is implemented.
- CONSIDER** restricting shared items, amongst staff as well as with the public.
  - Example I: Desk items for each individual workstation to avoid shared use of pens, staplers, boxcutters, openers, or other necessary supplies.*
  - Example II: Pens or other supplies put out for public use, to avoid use of employee's items.*
  - Example III: Do not have employees share vehicles for business purposes.*



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## RECOVERING FROM COVID-19, RE-OPENING THE WORKPLACE

### I. PLANS FOR RESTORATION OF BUSINESS OPERATIONS - Continued

#### THE WORKFORCE ~ Re-hire

- MUST** develop objective criteria for rehiring employees who received a temporary layoff, to avoid/minimize potential for discrimination claims.

Criteria might include: Business needs, tenure, qualifications (cross-trained), documented performance (review ratings), employees with no documented disciplinary action in last 6 months, etc.

- CONSIDER** phased employee returns.

It is unlikely we will see an immediate return to 100% operation with 100% staff. Use the above objective criteria for determining how you might categorize all returning employees in multiple phases. This will also allow quality control for the Company to test and ensure new procedures are carried out, while reducing the likelihood of an overwhelmed/under-prepared workplace.

- CONSIDER** a script or other means of consistent communication to ensure you discuss; *Return to work plan, implemented protocols, questions to determine that they do not have symptoms of COVID-19.*

- CONSIDER** having a prepared response for any employee who “refuses to return to work”, is in a high-risk category or has anxiety or other health factors impacting their return to work.

Assess situations on a case-by-case basis, ensuring applicable leaves and other considerations have been exhausted including reasonable accommodation.

- CONSIDER** providing an offer letter to confirm employment terms.

- MUST** have rehires re-sign New Hire paperwork.

Form I-9 – Review their previous completed Form I-9, and as long as Employment Authorization Status has not changed, you may proceed to Complete Section 3 without completing a new Form I-9. Furthermore, if previously provided documentation has expired, they must provide new documentation to be listed in Section 3.

- MUST** facilitate a mandatory employee training to cover new protocols and procedures upon return to work. Consider a mandatory all-staff virtual meeting or call to review key information prior to their arrival.

*Understand that day-to-day activities and responsibilities will likely be different than the “normal” routine that existed before COVID-19.*



# EMPLOYER CHECKLIST:

## RECOVERING FROM COVID-19, RE-OPENING THE WORKPLACE

### I. PLANS FOR RESTORATION OF BUSINESS OPERATIONS - Continued

- MUST** reinstate Paid Sick Leave accruals/balances for rehires returning within 1 year of separation.  

Previously accrued and unused paid sick days must be reinstated, and the employee must be allowed to use them and resume accruing (if applicable).

If you offer PTO (encompassing Paid Sick Leave) that was paid out upon separation, you are not required to reinstate the PTO accrual/balance.
- CONSIDER** adding to the Onboarding Agenda to review the Attendance policy, proper call-out procedures, and what to do if employee is ill.
- CONSIDER** assessing opportunities/benefits of non-traditional scheduling practices.  
*i.e. Rotating schedules, flexible schedules, and remote work arrangements*
- CONSIDER** the options available for tech-powered collaboration and meetings to avoid gatherings.

#### THE WORKFORCE ~ Return to the Workplace after Telework

- MUST** consider the impact of returning staff to the workplace. *In some cases the business justification may be low and risk may be high to return them in the first wave of Order loosening.*
- MUST** facilitate a mandatory employee training to cover new protocols and procedures upon return to work. Consider a mandatory all-staff virtual meeting or call to review key information prior to their arrival.  

*Understand that day-to-day activities and responsibilities will likely be different than the "normal" routine that existed before COVID-19.*

#### OTHER ITEMS

- Develop a plan and procedures in the event of a COVID-19 case in the workplace.  

Four key components:      **(1)** Isolation;  
   **(2)** Identifying exposure;  
   **(3)** Disinfecting; and  
   **(4)** Notifying Staff
- Be sure you or an assigned individual is completing all incoming EDD claims paperwork with accurate information in a timely manner.



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### I. PLANS FOR RESTORATION OF BUSINESS OPERATIONS - Continued

- Lead with honesty and transparency; be upfront about how the Company has adapted and evolved due to COVID-19.
- Continue to communicate. *Reminders to stay home if not feeling well, check in with staff to see how they are doing, be present and visible.*
- Be aware of and share resources with staff, such as:  
[Emotional support, well being and financial help.](#)

### II. PLANNING AHEAD

- Develop a comprehensive plan for the following benchmarks and factors:
  - (a)** 30 days; 60 days; 90 days; 180 days; and 1 year from today;
  - (b)** Your plan should include all necessities, such as: expenses, funding, staff, resources, materials/supplies, workforce changes, etc.
- Preparations for a 2<sup>nd</sup> wave

With mention of a possible 2<sup>nd</sup> wave of COVID-19 outbreak later this year, there should be a proactive plan for how the Company would handle such an event. We are better equipped with tools and resources since the initial COVID-19 outbreak.

Be sure your Emergency Response plan outlines an Emergency Communication channel for pushing out important information and reaching all employees.

### III. SELF-ASSESSMENT. REFLECT ON THE COMPANY'S RESPONSES AND ACTIONS

Were any *temporary layoffs* issued?  Yes  No

If "yes": **(a)** Ensure Vacation/PTO was paid on final check;

Was *telecommuting* implemented for any staff?  Yes  No

If "yes": **(a)** Verify Telecommuting Agreement was provided and signed;  
**(b)** Confirm that necessary tools/equipment (i.e. laptops) were provided and reimbursements/stipends established for business use of phone and internet;  
**(c)** Timekeeping expectations were addressed and have been followed;  
*Note: if any employee engaged in any work outside of normal working hours, be sure that such time is recorded and paid properly to avoid any wage & hour issues.*

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### III. SELF-ASSESSMENT. REFLECT ON THE COMPANY'S RESPONSES AND ACTIONS - Continued

- (d) Frequent communication to keep staff engaged and validate management's expectations and support of staff.

Compliance with State and Local orders:  Yes  No

Be familiar with your local order and where your business falls within the guidelines of identified "Critical Infrastructure", especially if you have remained open (whether full or partial operation).

Required Posters:  Yes  No

If the business remained open, you should have several new postings on display and otherwise provided to any remote staff:

- (a) CDC Guidance Posters;
- (b) Employee Rights FFCRA Poster;
- (c) Social Distancing Protocol and Entrance Signage; and
- (d) Notice of Social-distancing in effect (*if required by local order*)

FFCRA implementation:  Yes  No

Conduct a self-audit to ensure all active employees have received/signed the Company's FFCRA policy and that request forms are available to all staff.

Followed OSHA and CDC guidance:  Yes  No

Be certain that all recommended sanitation and safety practices are being followed and monitored, and necessary PPE is being used.