

Return to Work: Checklist

JOB STATUS & RATE OF PAY

- Determine the date for recalling furloughed employees or rehiring employees that were laid off under the CARES Act.
- If you employ union workers, review the rehire language presented in the collective bargaining agreement.
- Issue a letter of intent offering a return to work.
- Determine if recalled/rehired employee will return to the same position.

FEDERAL, STATE & LOCAL LAWS

- Review state and local laws to determine if:
 - A new direct deposit form must be created
 - Recalled/rehired employees should be drug tested
 - Prior paid sick leave accruals must be reinstated
 - Paid family leave contributions must be resumed
- Provide employee handbook and any other new hire forms for employee to review and acknowledge.
- Provide new W-4 form for employee to complete.
- Determine if employee needs an updated or new Form I-9.

BENEFITS AND RETIREMENT PLANS

- Consult benefits provider for guidance on offering benefits to any employee that elected COBRA.
- Review health benefits and company retirement plans to determine if any modifications are needed due to a break in service.

WORKING WITH VENDORS

- Prohibit nonessential vendors and deliveries from entering facility.
- Require deliveries to be dropped outside facility door, eliminating vendors from entering facility.

FACILITIES CLEANING & SANITIZING

- Create training to review new safety protocols and guidelines for employees.
- Provide employees with handouts documenting new guidelines and procedures.
- Make disinfectant wipes, sanitizer and cleaning supplies readily available throughout the facility.
- Ensure thorough cleaning of shared surfaces throughout the facility including break rooms, conference rooms and rest rooms at least once every 24 hours.
- Encourage employees to wear masks and gloves.
- Train employees on frequent hand washing, properly covering coughs and sneezes and refraining from touching their face.
- Post internal signage that can be used to alert or remind employees about guidelines and expectations and responsibilities.

SOCIAL DISTANCING

- Offer work-from-home options for all employees who can perform duties remotely.
- Stagger shifts and start times to maximize distancing
- Allow 30-minute buffers between shifts to prevent employees from direct contact during transition.
- Stagger breaks and lunch schedules.
- Offer lunch breaks in vehicles instead of shared cafeterias or break rooms.
- Conduct phone/email/virtual meetings instead of in-person meetings, even when at the office.
- Limit meetings to no more than 10 individuals, provided appropriate spacing is possible.
- Space out desks and work stations; construct temporary walls between workstations.

EMPLOYEE HEALTH

- Conduct temperature or employee wellness checks at the start of shifts to ensure employee does not exhibit COVID-19 symptoms (fever >100.4 F, cough, shortness of breath/difficulty breathing).
- Create a master schedule for all employees that shows when people may come in contact with others; use this for contact tracing in the event of a confirmed or suspected COVID-19 exposure.
- Create a response plan for employees who report or demonstrate symptoms at work; have recently been at work and tested positive or have been in contact with confirmed COVID-19 case; or have not recently been at work but have tested positive or have been in contact with confirmed COVID-19 case.
- Ask employees about their health status before they return to work from a sick leave (even if they were out with a headache).
- Require certification by a health care professional of ability to safely return to work (particularly for those noted above).
- Offer a variety of leave options for employees who may have to miss work because of a COVID-19-related reason.

INTERACTING WITH CUSTOMERS

- Offer curbside delivery instead of instore pick up.
- Offer drive-through service only.
- Add plastic barriers/shields at registers.
- Ask customers to stay in their vehicles in parking lot while they wait.
- Offer call-ahead services for parts and service and lock door to walk-in customers.
- Limit the number of customers in the facility to ensure appropriate distancing, along with visual markers on floors for six-foot distancing, per CDC guidance.
- Post external signs on doors alerting visitors to restrictions on entry and movement in and around the facility as well as any applicable guidelines and expectations.

For more timely information and expert advice to help you navigate the COVID-19 public health emergency, visit [Paycor's Coronavirus Support Center](#).

