

RETURN TO WORK CHECKLIST



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CALL BACK EMPLOYEES ON TEMPORARY LAYOFF (FURLOUGH AND/OR STANDBY)

- Recall employees temporarily laid off:
 - Determine criteria for recalling employees. Seniority? Performance? Document criteria and necessary information related to each employee being recalled. This is where employers unintentionally create the risk of discrimination. Ensure decision is not based on protected criteria. Need a form and counsel? Contact us at www.jbconsultingsystems.com.
 - Make contact via telephone, email, text. Employees should be staying in contact with you and ready to return.
 - ✓ *Make three (3) attempts to contact the laid off employee via phone, email or as a last resort text. Leave messages and document date and time attempts were made. If employee fails to make contact back, send No Contact Letter to their email and home address.*
 - ✓ *If employee refuses to return, inquire their reason.*
 - *If eligible for paid or unpaid leave of absence protected or not, connect employee with Leave Management Administrator for more details and application process. If eligible, employee can return and immediately be placed on appropriate leave(s).*
 - *If not eligible for leave but afraid to return for safety reasons, share with the individual the safety plan and changes put in place to protect employees and comply with CDC and local health department requirements. Attempt to address their concerns and eliminate their fears. If required, advise the employee that the Company will be reporting the return to work recall to unemployment and it may impact their eligibility for unemployment benefits. Send letter as outlined below.*
 - Send Return to Work Letter to employees returning. Need a template? Contact us at www.jbconsultingsystems.com.
 - Send No Contact Letter to employees that have not returned contact (see note above). Need a template? Contact us at www.jbconsultingsystems.com.
 - Send Confirmation of Recall Refusal to employee. Need a template? Contact us at Irobison@jbconsultingsystems.com.
- Employees returning after temporary layoff should complete the following rehire documents depending on their length of separation:
 - Less than three (3) months' break in service: Application, resume, and background check are not required unless Company policy requires it. Apply consistently to all recalled employees.
 - ✓ *Ensure that any policy or benefit changes and any changes to the job description are reviewed and the appropriate documents signed by the returning employee.*
 - ✓ *Review rehire/reinstatement provisions for benefits package (eligibility, waiting periods, etc.).*
 - Greater than three (3) months' break in service: Application and background check are recommended, but must be applied consistently to all employees being recalled.
 - ✓ *Ensure that any policy or benefit changes and any changes to the job description are reviewed and the appropriate documents signed by the returning employee.*
 - ✓ *Review rehire/reinstatement provisions for benefits package (eligibility, waiting periods, etc.)*
 - Six (6) months or greater break in service: This should be considered/treated like a new hire unless your internal policy states otherwise.

POSTINGS & POLICIES

- Families First Families First Coronavirus Response Act (FFCRA) - Need a template? Contact us at www.jbconsultingsystems.com:
 - Post [FFCRA poster](#) with other required posters on physical bulletin boards. Post electronically on the Company's Intranet. Email a copy of the poster electronically to any telework/telecommuting employees.
 - Provide FFCRA Request Form.
 - Create FFCRA (Emergency Paid Sick Leave & Emergency Family Medical Leave) policies, Employee Handbook addendums, or incorporate into leave policies.
- Download and print for posting around your facility and/or to use for weekly safety training information from [CSD website](#):
 - [Important Information About Your Cloth Face Coverings](#)
 - [COVID-19-Quarantine-vs-Isolation](#)
 - [What you should know about COVID-19 to protect yourself and others](#)
 - [Please Wear a Cloth Face Covering](#)
 - [How to Safely Wear and Take Off a Cloth Face Covering](#)
 - [Symptoms of Coronavirus 2019](#)
 - [Stop the Spread of Germs](#)
 - [How to Protect Yourself and Others](#)
 - [What to do if you are sick](#)
 - [Share Facts About COVID-19](#)
 - [Stay home when you are sick!](#)
 - [Wash Your Hands](#)
- Review/create bridging of service policy (how break in service during temporary layoff will impact service date, benefits accruals, and other applicable benefits. Need a template? Contact us at www.jbconsultingsystems.com.

<input type="checkbox"/>	Review PTO/vacation policies and consider any rollovers, grace periods, and/or revisions to guidelines for usage if vacation is forfeited if not used by year end.
<input type="checkbox"/>	Review and revise telecommuting/work from home policies and applicable agreements. Need a template? Contact us at www.jbconsultingsystems.com . ✓ Consider policies related to child care and work from home revisions with schools closed for the remainder of the year.
<input type="checkbox"/>	Review and revise travel policy as necessary.
<input type="checkbox"/>	Review and revise hiring practices and policies: <input type="checkbox"/> Do you need to change benefits or pay to be more competitive with the external market? <input type="checkbox"/> How will remote interviewing techniques and tools be used? <input type="checkbox"/> Do you need to make changes to your onboarding practices?
<input type="checkbox"/>	Ensure any policies that are new or revised are communicated with all employees.
HEALTH & SAFETY	
<input type="checkbox"/>	Create or revise your Pandemic Preparedness & Response Plan. Post on bulletin boards, Intranet, and/or employee website. Need a template? Contact us at www.jbconsultingsystems.com .
<input type="checkbox"/>	Explain the Company's policies and procedures related to illness, cleaning and disinfecting, and work meetings and travel to employees
<input type="checkbox"/>	Educate employees on how to reduce the spread of disease (such as COVID-19) at home and at work. Provide guidelines as outlined by the CDC, local health department, and/or as required by your State government for your industry.
<input type="checkbox"/>	Ensure appropriate Personal Protective Equipment (PPE), are available for employees to prevent the spread of disease. This includes but is not limited to face masks, gloves, soap and water, hand sanitizer, cleaning and sanitizing products for desks, shared work stations and equipment, etc. Depending on the position, gowns, capes, and face shields may be appropriate.
<input type="checkbox"/>	For employees returning to a worksite, ensure they understand the new health and safety expectations and procedures. This includes but is not limited to: <input type="checkbox"/> Workplace entry expectations (hand washing/sanitizing upon entering; temperature checks; required PPE, etc.). <input type="checkbox"/> Sanitization/cleaning procedures for shared spaces and equipment. <input type="checkbox"/> Social distancing requirements during work, in meetings/conference rooms, break room, with clients/customers, etc. Promote limiting face-to-face meetings and encourage phone, conference, or video conferencing. <input type="checkbox"/> Discourage hand shaking. <input type="checkbox"/> Contact or Visitor Tracking sign in sheets/processes. <input type="checkbox"/> Stay home if they are sick, have been exposed to others that are sick, and/or what to expect if you exhibit symptoms.
<input type="checkbox"/>	At customer/client entrances, post sign that: <input type="checkbox"/> Strongly encourages customers/clients to use face coverings when inside office/facility/store, etc. <input type="checkbox"/> WA L&I COVID-19 Hazard Consideration Face Coverings, Masks, and Respirator Choices is available for guidance on face masks, coverings and respirator choices based on transmission risk. <input type="checkbox"/> Identify the maximum number of visitors allowed at any one time and a number to call to verify service hours and availability to enter, if necessary. <input type="checkbox"/> Outlines any expectations/protocols required for entry, such as hand washing/sanitizing, face masks being worn, etc.
<input type="checkbox"/>	Keep guest occupancy at 50% of maximum building occupancy or lower, with the exception of one to one service in a fully enclosed service room. Identify an individual to monitor guest occupancy and a process to follow should that less than 50% occupancy be at risk at any given time.
<input type="checkbox"/>	Limit the number of entrances used by both employees and customer/clients and ensure entrance requirements/procedures are posted prominently.
<input type="checkbox"/>	Place posters throughout the facility/office/store/etc., reminding employees and customers/clients as outlined above (from CDC).
<input type="checkbox"/>	Ensure there are adequate supplies of tissues and accompanying trash cans placed for use by employees, visitors, customers/clients/etc. throughout the facility/office/store/etc.
<input type="checkbox"/>	Have protocols in place for: <input type="checkbox"/> If an employee tests positive. <input type="checkbox"/> Becomes sick at work or is sent home with symptoms.
<input type="checkbox"/>	Ensure current cleaning vendor process meets CDC guidelines .
<input type="checkbox"/>	Identify a protocol and employee(s), if appropriate, to frequently clean and disinfect high-touch surfaces, such as computers, printers, scanners, tools, machines, vehicles and other equipment, handrails, doorknobs, restrooms, shared surface countertops, desks, chairs, etc.
	Be prepared to increase the frequency of filter changing on the facility/office/store, etc. HVAC system. Establish a new timeline and ensure landlords, property management, etc., are adhering to the new schedule.
<input type="checkbox"/>	Consider areas that do not allow for the minimum 6-foot social distancing requirements between employees and customer/clients to conduct business and create ways to minimize risk of exposure to employees. This could include but is not limited to: <input type="checkbox"/> Sneeze/window barriers for receptionist, cashiers, customer service providers, etc. <input type="checkbox"/> Provide sanitized writing utensils and a box/place for "used" writing utensils to be placed for sanitization. Consider branded pens and pencils and encouraging customers/clients to keep the writing utensil for advertising. <input type="checkbox"/> Taped off 6-foot waiting/queue areas. <input type="checkbox"/> Arrange furniture to encourage social distancing.

<input type="checkbox"/>	Be aware of any state, local, or industry safety requirements and ensure those requirements are incorporated in all Health & Safety protocols/procedures, as applicable.
<input type="checkbox"/>	Encourage health & safety suggestions from employees to ensure they feel safe and protected.
LEADERSHIP BEST PRACTICES	
<input type="checkbox"/>	Train managers on dealing with employees that may face increased personal challenges during this time, such as bereavement and loss, childcare and school-cancellations; day care closures; financial stress; safety fears and uncertainty; and other dependent care and support needs. .
<input type="checkbox"/>	Consider contracting with an Employee Assistance Program (EAP), or if you have one, promote it to employees.
<input type="checkbox"/>	Ensure managers are trained to quickly identify and stop any discriminatory speech or acts in the workplace. Be prepared to investigate complaints quickly.
<input type="checkbox"/>	Identify a Leave Management Coordinator or contract with a firm to assist with leave management and to ensure compliance.
<input type="checkbox"/>	Identify a Workplace Coordinator responsible for COVID-19 issues and their impact in the workplace.
<input type="checkbox"/>	Develop contingency plans should absenteeism spike or stay-home orders are reinstated: <ul style="list-style-type: none"> <input type="checkbox"/> Identify key/critical positions and ensure cross-training is provided to eliminate any single points of failure associated with someone being out of the work force for a period of time. <input type="checkbox"/> Identify essential business functions and a plan for those operations to continue. <input type="checkbox"/> Develop emergency communication plans.
<input type="checkbox"/>	Communicate often: <ul style="list-style-type: none"> <input type="checkbox"/> Encourage questions from employees and provide timely answers. <input type="checkbox"/> Communicate leadership appreciation for those that continued to work, as well as those returning after temporary layoff. <input type="checkbox"/> Provide state-of-the business updates.