

GUIDANCE FOR CREATING YOUR RETURN TO ONSITE WORK PLAN

For Management's Use

Return to Work Schedule

- Determine when you will reopen, based on government regulations.
- Determine timeline for bringing your employees back to pre-COVID levels.
- Determine the start dates of each phase if you choose a phased in approach.
- Determine who will come back during each phase, if applicable.
- During conversations with employees about returning, engage in interactive conversations to determine if reasonable accommodations are necessary. Involve your HRBP with reasonable accommodation requests to ensure compliance.

Logistics

- Who will be responsible for deciding which employees return and when? (The President, Department Managers, Etc.)
- Who will communicate the dates with the appropriate employees?
- How will the information be communicated? (Via telephone, email, etc.)
- When will you present this plan to your entire staff? Schedule a company meeting to do this.
- Identify a resource person for your employees to address any questions or concerns.
- Share the completed plan with staff, before your presentation. Provide them with a time frame to submit questions/concerns, to address anonymously, during your roll out meeting.

Health and Safety Considerations

- Determine what your company will be providing to employees upon their return to work. Remember: NYS currently requires employers to provide masks to their employees if they interact with the public or cannot always maintain a 6ft distance. Supplies such as hand sanitizer, soap, disinfecting wipes, and gloves should also be made available throughout the facility.
- Assess the physical facility for compliance with social distancing. Consider using an OSHA-certified consultant to provide advice and recommendations via a risk assessment report.
- Create and distribute a Health and Safety policy (available from ESC) that is geared towards COVID-19, that will guide employees upon their return.
- Will you be implementing screening procedures such as temperature testing, health questionnaires, and/or COVID-19 tests? More guidance regarding temperature screening procedures can be reviewed in the article titled [CDC Provides Additional Advice for Temperature Screenings](#).

- Consider scheduling changes - staggering arrival and departure, meal/break times to avoid mass gatherings, including at points of entry, time clocks, common areas, etc.
- Place signs or incorporate floor markings to remind employees to maintain a 6-foot distance.
- Rearrange break room tables and chairs, desks, etc., to maintain a 6-foot distance and decrease density.
- Consider physical barriers, such as plexiglass screens, for spaces where a 6-foot distance cannot be maintained.
- Consider adding additional water coolers, coffee stations, refrigerators, and microwaves so employees do not congregate while waiting for their use. This will also help maintain social distancing so employees on both sides of the office have one to use.

Post-Return

- Appoint a person or team to monitor adherence to your Health & Safety policy. Have regular communication with employees regarding any new concerns as they arise.
- Take employee concerns seriously and ensure no retaliation for bringing forward a complaint or asking for a reasonable accommodation.

Please contact your HR Business Partner for guidance on your organization's specific plan.

TEMPLATE

{CLIENT NAME} COVID-19 On-Site Work Plan

Return to Work Schedule

- Week beginning {DATE}: {JOB TITLES/DEPARTMENTS/ENTIRE STAFF} return to the office.

If employees will be returning in phases:

- We will begin bringing employees back to the office in a phased-in approach starting on {DATE}. Over the course of the following {# OF WEEKS} weeks, we will return staff to the office so our on-site presence is at pre-COVID levels.

Due to the everchanging circumstances surrounding the pandemic, these dates are subject to change.

{CLIENT NAME} Provides

- A COVID-19 Health and Safety policy
- Gloves
- Masks
- Hand Sanitizer
- Cleaning supplies

Logistics

- {MANAGERS/EXECUTIVE TEAM MEMBERS/ETC.} will make decisions for their Departments as to who returns when, based on the schedule above.
- You will be notified by {INSERT NAME/ TITLE}, as to what your expected return date is.
- If you are concerned with returning to the office, you should speak to {INSERT NAME AND TITLE}, by {DATE}, so we can have interactive conversations and consider reasonable accommodations.