

Return-to-Work Checklist

In preparation for asking employees to come back to work, it's imperative that employers construct a return-to-work plan and consider best practices for a safe and efficient return to the office. To aid in getting started, employers can review topics on this checklist, which addresses COVID-19 related workplace topics compiled from the Centers for Disease Control and Prevention (CDC) and highlights general return-to-work topics.

Reviewed Conducted By:

Signature: _____ **Date:** _____

Policies and Preparedness	YES	NO	N/A
Is your organization monitoring ongoing federal, state and local workplace guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization aware of local public health orders related to COVID-19 that may affect your business or workplace policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization reviewed relevant return-to-work policies? These could include: <ul style="list-style-type: none"> • Paid time off (PTO) • Sick leave • Remote work • Travel • Masks and social distancing 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization reviewed employee benefits to holistically support employees' well-being? These could include: <ul style="list-style-type: none"> • Flexible scheduling options • Mental health resources • Financial wellness resources 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Policies and Preparedness Contd.	YES	NO	N/A
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a preparedness plan for any future partial or full closings of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization compliant with all updated Occupational Safety and Health Administrations (OSHA) regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COVID-19 Vaccine Considerations	YES	NO	N/A
Has your organization planned for how vaccinations will impact efforts to reopen the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization created a voluntary or mandatory COVID-19 vaccine policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your workplace developed a policy for employees who have a medical, religious or other exemption from receiving the vaccine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization determined whether your workplace will offer on-site vaccinations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If offering vaccinations on-site, has your organization planned for the logistics of vaccine distribution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not offering vaccinations on-site, has your organization determined alternative sites where employees can receive vaccines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On-site Workplace Considerations	YES	NO	N/A
Has your organization planned for how vaccinations will impact reopening the workplace (e.g., social distancing or mask-wearing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are current health and safety protocols posted in multiple areas of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees encouraged to wash their hands regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees expected to wear face coverings in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees expected to socially distance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On-site Workplace Considerations Contd.	YES	NO	N/A
Do your facilities have high-functioning air filters and ventilation systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have frequent routine cleaning and disinfecting schedules been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remote Workplace Considerations	YES	NO	N/A
Has your organization considered the long-term feasibility and logistics of remote or hybrid work in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have established standards for both on-site and remote employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have remote work expectations for employees been established? <ul style="list-style-type: none"> • Telecommuting policy • Technology specifications • Remote work expectations • Hybrid work expectations • Working hour expectations • Communication expectations • Cybersecurity expectations • Work responsibilities expectations 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your employee handbook been updated with remote and hybrid work guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a plan for remote employees engagement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a process for remote employees to request additional equipment should they need it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, has your organization established a process for onboarding remote employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Communications	YES	NO	N/A
<p>Has your organization shared general information about the COVID-19 vaccines with employees?</p> <ul style="list-style-type: none"> • Overview of available vaccines and their differences • Number of doses required for vaccination • Facts and myths about the vaccine • How vaccines work • Benefits of vaccines • Efficacy and safety of vaccines • Possible side effects of vaccines 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is your organization sharing updates with employees on an ongoing basis?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Has your organization established two-way communications with employees and specified a point of contact for employees who have questions, comments or concerns?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are employees being referred to a primary channel of communications for COVID-19-related updates?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have employees received communications regarding expectations for working on-site (e.g., hand-washing, proper social distancing or mask-wearing)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does your organization have a plan for regular communication with remote employees?</p> <ul style="list-style-type: none"> • Frequent and consistent manager check-ins • Teamwide communication • General employee communication 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Has your organization shared healthwellness resources with employees?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have employees received information on relevant return-to-work existing and updated policies?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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