**Return to Work Policy & Guidelines**

**Introduction**

The global COVID-19 pandemic has impacted all of us, in every way possible. It has challenged our physical and mental health. It has stressed our family, social, and community networks. It has disrupted the global economy and our business in ways we never imagined. Despite the untold obstacles, our **[COMPANY]** workforce has stayed committed, compassionate and resilient. We couldn’t have made it this far without you. Thank you.

As stay-at-home restrictions are gradually lifted, and our communities begin to re-open, **[COMPANY]** will begin a phased in approach to welcoming our employees back into the workplace. We developed this policy to give you guidance and to set expectations for how we will work together to keep each other and our workplace safe and operational.

We can’t anticipate every issue that will arise, and COVID-19 prevention, detection and response recommendations are continually evolving. To address these realities, we developed a comprehensive Back to Work program that includes **[*select applicable elements -* workforce training, informational bulletins and posters, staggered work hours and break times, protective equipment, safety officers, health screening and resources, social distancing monitoring, accommodation process, sanitation stations, building and room access restrictions, commuter resources, travel restrictions, employee surveys and feedback mechanisms].** These resources are available at **[intranet or web portal, email address, or other location]**. As always, please reach out to **[name, title or department]** with questions or concerns that are not addressed in this policy.

If ever there was a time to take stock in our company vision and values, this is it. Remember that **[reinforce relevant/impactful company vision, mission, values].** We count on everyone to step up and take responsibility for compliance with these policies. Only by working together can we keep ourselves, our community and our business healthy and strong.

**Employee Selection**

Even as communities and workplaces open up, the risk of contagion remains. Employee safety is our top concern, so our reopening plan will happen in phases. Remote work will continue to be a primary solution for as many employees as possible. Employees included in the first phase are those who have been deemed essential and who cannot perform their job effectively from home. Details on the employee selection process are available **here.**

**Screening Procedures**

Every employee who reports to **[a/the COMPANY]** office must complete a health/risk screening process before they will be allowed to enter the building. The process involves **[*include all that apply -* completing a questionnaire, symptom checks, temperature checks, COVID-19 testing].**

Reporting times and hours of work will be specified for each employee to limit the number of employees entering the facility at any one time and to limit the number of individuals in the building throughout the day to enable appropriate social distancing.

Employees who are asked to report to the workplace will receive an email **[# of days]** before their start date. The email will provide detailed information about **[*include all that apply -* screening procedures, work hours, start time, breaks and end time, as well as instructions about required training, protective equipment, commuting, meals, and other logistical information]**.

**Face Covering**

Everyone who enters our workplace will be required to wear an appropriate face covering. Employees are encouraged to use their own face covers, but **[COMPANY]** will supply a face cover to employees who don’t have one.

Please understand that cloth face coverings are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

**Safety Precautions at Work**

Because an infected person can spread COVID-19 to others even if they are not sick, strict compliance with safety precautions is critical to keep all of us safe.

**Physical Distancing**

Everyone is required to maintain a **distance of at least 6 feet** between persons in the workplace whenever possible. We will practice physical distancing by:

* limiting in-person meetings in favor of video or telephonic meetings,
* closing certain conference rooms and gathering places to limit unsafe gatherings,
* establishing strict limits on the number of people allowed in our conference rooms, restrooms, elevators, staircases and gathering places,
* marking 6-foot space intervals where employees frequently form lines or must gather
* establishing designated one-way lanes in hallways, corridors and stairways to reduce head-on pedestrian traffic,
* assigning a designated workspace for every employee, which is at least 6 feet away from another workspace,

**Workplace Hygiene**

Hand hygiene: Avoid touching eyes, nose, and mouth with unwashed hands. Wash your hands with soap and water for at least 20 seconds, and/or sanitize your hands

* before and after using face coverings or touching your face,
* after interacting with other persons
* after contact with common touchpoints (door handles, light switches, desks, shared equipment, etc.)
* after using the restroom
* before and after eating

Respiratory etiquette: Always turn away from others and cover your mouth and nose if you cough or sneeze.

Contact with Touchpoints:

* Use disposable wipes to disinfect common touchpoints (door handles, light switches, desks, shared equipment, etc.) before and after each use.
* Do not use or borrow other people’s phones, desks, offices, equipment, or personal items (i.e., dishes, cups, utensils, towels).
* Avoid shared workspaces (desks, offices, and cubicles).
* Clean and disinfect workspaces and work items before and after use.

**Employee Illness at Work**

If you develop cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell while you are at work, immediately report your symptoms to **[DEPT. OR TITLE]**. Employees with these symptoms will be sent home or referred for medical treatment if necessary.

If an employee is confirmed to have COVID-19 infection **[COMPANY]** will:

* inform employees of their possible exposure to COVID-19 in the workplace while maintaining the confidentiality of the infected employee.
* temporarily close the general area where the infected employee worked until supplemental cleaning is completed
* conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus.

**When to Stay Home**

If you are sick, stay home! Follow existing **[COMPANY]** policies regarding calling in sick, recording sick days and return to work procedures.

**[COMPANY]** will provide paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 in accordance with federal, state and/or local regulations.

If you have a fever or acute respiratory symptoms, do not return to work until *both* of the following occur:

* At least **three full days** pass **with no feve**r (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
* At least **10 days** have passed **after the symptoms first appeared**.

Once you return to work, you must promptly report any recurrence of symptoms.