

Return-to-Work Resources

Before your employees begin returning to the workplace, refer to this guide to ensure you're well prepared to provide a safe environment.

Top tips for physical health and safety

- **Conduct Pre-Screening:** Check temperature & assess symptoms PRIOR to employee(s) entering the building. If you are pre-screening, it must be done for ALL employees regardless of their seniority. Also, it should be:
 - Conducted privately if possible
 - Conducted by a trained employee or a health professional
- **Wear a Mask:** Depending on state and/or industry, a mask may be *required*, and the employer may be responsible for supplying them. Check with your local counsel.

5 criteria must be met if wearing a mask in the workplace:

- Fit snugly but comfortably against the side of the face.
 - Be secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be able to be laundered and machine-dried without damage or change to shape
- **Promote Social Distancing Guidelines:**
 - Stagger breaks and lunches to limit the number of employees in the breakroom.
 - Limit in-person work activities such as meetings and use teleconferencing.
 - Limit occupied workstations to meet the six-foot rule. Allow employees to alternate shifts if possible and telework when allowable.
 - Reduce deliveries (including food) to one location and sanitize before handling.
 - Consider plexiglass shields to reduce exposure to customers, delivery personnel, and co-workers.

• **Promote Cleanliness and Sanitation:**

- Discourage co-workers from using each other's phones, desks, equipment, etc.
- Frequently clean and disinfect common surfaces.
- Consider providing disposable wipes.
- Provide soap and/or alcohol-based hand sanitizers to promote good personal hygiene.
- Consider installing foot pulls on restroom doors.
- Ensure housekeeping staff use the EPA-recommended cleaners and guidelines at your facility. Post cleaning schedules so employees can see that you're committed to keeping their workplace safe.

REOPENING BUSINESSES WITH WORKERS AT RISK FOR SERIOUS ILLNESS



The purpose of this tool is to assist business owners and managers in making decisions regarding reopening during the COVID-19 pandemic. It is important to check with state and local health departments and other partners to determine the most appropriate actions.



Additional Resources:

1. [Sign up to receive OSHA's Tip of The Day](#)
2. [Face-covering FAQ](#)
3. [Safe Practices for Essential Workers](#)
4. [10 Steps to Reducing the Risk of Exposure](#)

2020 workplace requirements

The Department of labor requires all businesses to display this [Families First Coronavirus Response Act Poster](#) from April 1 through December 31, 2020

Coping Resources

- **Coping and Stress**
 - Limit consumption of news stories.
 - Get a good night's sleep
 - Take care of your body through well-balanced meals and exercise.
 - Try creating and following a routine.
 - Connect with others and talk about concerns and feelings.
 - Use local agencies and reach out if you need help
 - <https://findtreatment.samhsa.gov/locator/stateagencies.html#.XqBeQshKiUk>
- **Online training resources:**
 1. [Managing stress](#)
 2. [Tips during quarantine](#)
 3. [Coping tips](#)

Reach out to your G&A Client Advocate for more online training options.

- [State-specific resources](#)

Tamping down the spread

- **Pandemic-Related Harassment**
 - Be vigilant – do not allow any to arise due to EEOC Guidelines.
 - Help reduce the chance of harassment by explicitly communicating to the workforce that fear of the COVID-19 pandemic should not be misdirected against individuals because of a protected characteristic such as their national origin, race, or other prohibited bases.
 - Handle as you would any other complaint.

- **Presumptive Positive – respond as if it is confirmed.**
 - Employee exhibits symptoms of COVID-19 and visits a doctor but is not tested/diagnosed and is directed to self-quarantine.
 - Employee should not report to work.

- **COVID-19 Positive Employee in the workplace.**
 - Employee should be sent home and remain there until released by a physician or CDC guidelines have been followed for self-isolation.
 - Co-workers that were within 6 feet of this employee for 10+ minutes should be sent home to self-isolate and self-monitor symptoms for 14 days.
 - The area will need to be properly cleaned.
 - If the employee was in a confined space, air it out for 24 hours then clean thoroughly – consider increasing air flow to area while airing out.
 - If employee was in an open concept, increase air flow and limit access to area for 24 hours then clean thoroughly.
 - Notify all employees of the situation without revealing confidential information such as the employee's name. Make them aware of the actions taken and the sanitizing and cleaning efforts.

Additional resources

1. [Potential Challenges When Returning to Work](#) (podcast)
2. [What you should know about COVID-19 and the ADA, the Rehabilitation Act, and other EEO Laws](#)

OSHA Guidance

- [Manufacturing industry](#)
- [Package-delivery industry](#)
- [Retail workers](#)
- General prevention guidance:
 - <https://www.osha.gov/Publications/OSHA3989.pdf>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html>
 - <https://www.osha.gov/Publications/OSHA3990.pdf>