

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
 - o 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

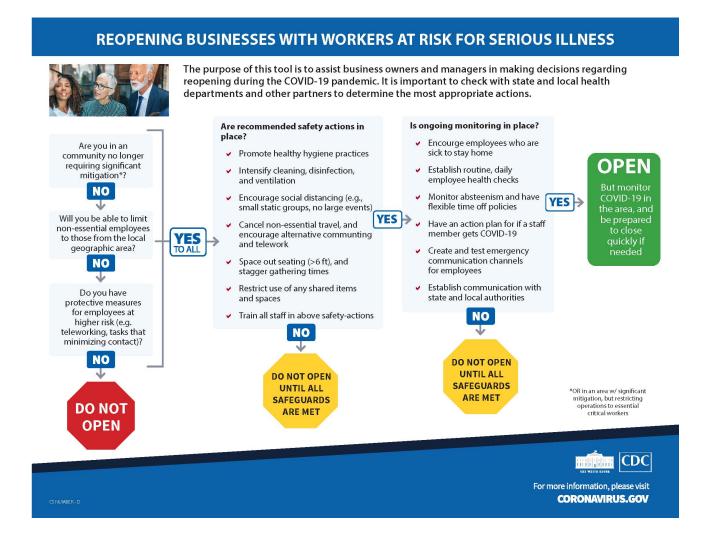
• Promote Social Distancing Guidelines:

- Stagger breaks and lunches to limit the number of employees in the breakroom.
- o Limit in-person work activities such as meetings and use teleconferencing.
- Limit occupied workstations to meet the six-feet 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.
- o Frequently clean and disinfect common surfaces.
- o 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.





Additional Resources:

- 1. <u>Sign up to receive OSHA's Tip of The Day</u>
- 2. Face-covering FAQ
- 3. Safe Practices for Essential Workers
- 4. <u>10 Steps to Reducing the Risk of Exposure</u>

2020 workplace requirements

The Department of labor requires all businesses to display this <u>Families First</u> <u>Coronavirus Response Act Poster</u> 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.
 - o Connect with others and talk about concerns and feelings.
 - Use local agencies and reach out if you need help
 - <u>https://findtreatment.samhsa.gov/locator/stateagencies.html#.XqBe</u> <u>QshKiUk</u>

• Online training resources:

- 1. Managing stress
- 2. <u>Tips during quarantine</u>
- 3. Coping tips

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

• <u>State-specific resources</u>



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. <u>What you should know about COVID-19 and the ADA, the Rehabilitation Act, and other EEO Laws</u>



OSHA Guidance

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