

Preparing for Employees to Return to the Workplace



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Recalling Employees

1. Determine who (and when) to bring back
 - Those with the greatest risk of COVID-19
 - Cherry picking employees to rehire
 - Operational needs, skill sets, past (documented) performance
2. Document your decision-making process
3. Stay Flexible – Guidelines will be fluid

Protect Your Employees

1. Communicate your expectations


- Share what you are doing to keep your employees and the workplace safe
- Inform employees what you need from them to keep the workplace safe

2. Provide training

- How to prevent the spread of coronavirus (safety measures) in the workplace
- Pandemic-related harassment prevention
- Require employees to sign a training acknowledgment

Discuss Modified Workplace Policies / Practices

- Social distancing in the workplace
- Employee testing and monitoring for COVID-19
- Internal protocols for:
 - Employees who exhibit COVID-19 symptoms
 - Employees who test positive for COVID-19
 - Employees who have close contact with an individual who tested positive
 - Confidentiality and privacy concerns



What to do When Employees are Scared to Return to Work

Have a conversation and actively listen to the employee's concerns

- What are their specific concerns?
- Are they reasonable?

If that doesn't work, tread lightly – employees have many legal protections

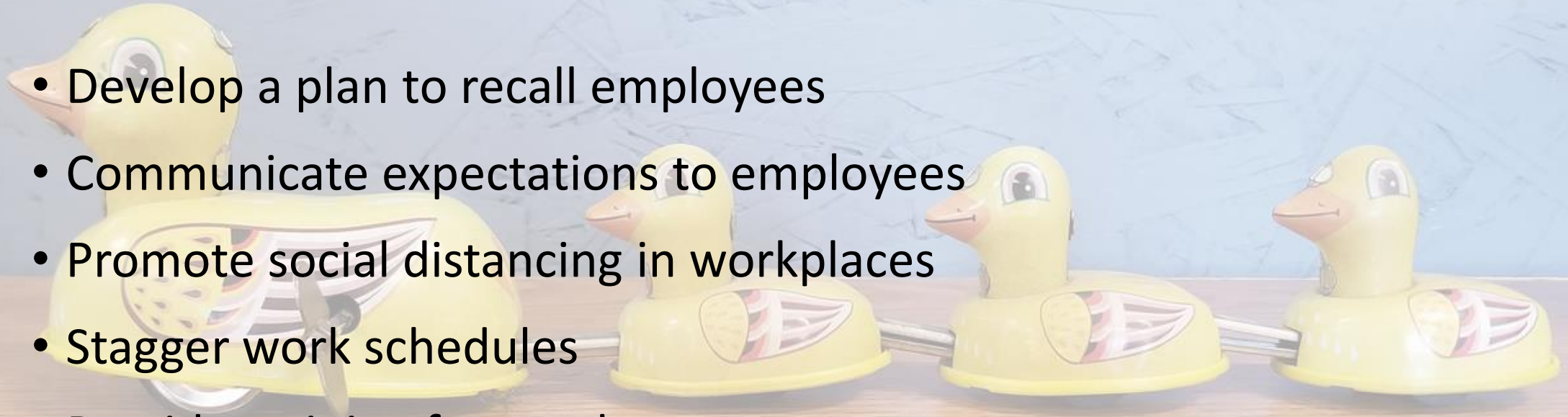
- Put hesitant employees on a leave (vs. termination)

Employees can refuse to work if:

- They have a specific fear of infection that is based on fact
- The employer can't address their fear in a manner to ensure a safe working environment

Now is the Time to Get your Ducks in a Row

- Develop a plan to recall employees
- Communicate expectations to employees
- Promote social distancing in workplaces
- Stagger work schedules
- Provide training for employees
- Modify relevant policies and procedures



Questions? Contact HR4VR



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