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Last Updated: May 21, 2020

COVID-19 BACK-TO-WORK CHECKLIST

WORKPLACE HEALTH AND SAFETY

<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Implement employee health screening procedures		
Develop an exposure response plan that addresses: (1) isolation of potentially infected employees and contact tracing; (2) exposure communications to affected employees		
Provide personal protective equipment (PPE) for employees, including face masks and hand sanitizer for workstations		
Develop detailed cleaning and disinfection procedures for workplace		
Develop social distancing measures for the workplace, including some or all of the following options: (1) staggered shifts and lunch/rest breaks; (2) rotating weeks of office work and remote work; (3) relocation of workstations to increase social distance; and (4) implementing one-way traffic patterns in hallways		
Restrict business travel to essential travel only, define what constitutes "essential"		
Develop customer/client/visitor contact protocols, including some or all of the following options: (1) directing traffic through workplace; (2) limiting number of people in workplace; (3) no handshake greetings; (4) use video or telephone conferencing whenever possible; and (5) provide contactless pickup and delivery of documents or products		

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RETURN TO WORK PROCEDURES

<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Develop a phased return to work plan using seniority or other non-discriminatory factors for selection of employees to return to work		
Create a plan for employees at high risk of COVID-19, including the following options: (1) allowing them to remain at home or on leave until comfortable returning; (2) providing employees with isolated workstations, additional PPE (as requested), or fewer days in the office		
Notify state unemployment agency of employees recalled to work		
Develop a plan for dealing with employees unwilling or unable to return to work that addresses the following situations: (1) employees fearful of contagion with COVID-19; (2) employees who have family obligations that interfere with ability to work; and (3) employees under self-quarantine due to exposure to COVID-19		

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COMPENSATION AND EMPLOYEE BENEFITS

Group Health Insurance		
<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Review any revised plan eligibility requirements implemented during furloughs or layoffs to determine if changes will be revoked and, if so, when		
Ensure that coverage changes (e.g., addition of telemedicine) and services now not subject to deductibles have been incorporated into plan documents		
If employee premiums were paid during leave, determine whether and how to recover costs from employees		
Flexible Spending Accounts (FSAs)		
<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Ensure that plan documents cover over-the-counter medical products		
Address new flexible spending account elections and allowable changes with employees		
401(k) Plans and Pension Plans		
<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Review plan eligibility issues due to furloughs or layoffs		
Consider any break in service issues or counting years of service concerns		
Review eligibility and payback procedures for employees who have taken or will want to take in-service loans		
Paid Leave		
<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Ensure that employees understand their rights under the Families First Coronavirus Response Act (FFCRA) and eligibility requirements for sick leave and family leave		
Develop a written FFCRA policy and request forms for leave		

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Create a way to track time used for covered purposes under the FFCRA and to collect supporting documentation		
Determine if paid leave policies need to be changed to reflect new economic realities (e.g. decrease in paid leave benefits, restrictions on use of paid time off)		
Understand coordination of new leave benefits under FFCRA with existing leave benefits offered to employees		
Employee Compensation		
<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Determine how to handle any missed annual pay increases and whether they will be applied retroactively		
Determine whether pay cuts need to be made or revoked		
Determine potential impacts on bonus eligibility		
Determine whether hazard pay will be offered or revoked		
Consider a pay equity audit as workers return to the workplace		

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REMOTE WORK

<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Consider allowing employees to work remotely whenever possible		
Stagger weeks in the office and at home among team members		
Develop a plan for responding to requests from employees to continue working remotely after return to work date announced		
Ensure that technology resources are capable of supporting remote workers if business continuity plan is triggered		
Consider long-term cost savings of offering permanent remote work arrangements		

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COMMUNICATIONS

<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Develop training for employees on new workplace safety and disinfection protocols		
Draft exposure response communications for employees and customers potentially infected with COVID-19		
Develop public relations strategy for responding to media inquiries regarding safety precautions in place, how the company is supporting employees and customers		

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NEW HIRE PAPERWORK AND ONBOARDING

<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Determine employment application and benefits enrollment requirements for workers rehired after layoff		
Notify state unemployment agencies of recalled workers, whether rehired or not		
Update any expired work authorization documents		
If Form I9 was completed remotely, complete in person upon return to the workplace		

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EMPLOYEE HANDBOOK AND POLICY CHANGES

<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Update paid leave policies to reflect new legal requirements (e.g., FFCRA)		
Implement relaxed attendance policies to incentivize employees to stay at home when sick		
Clarify time-off request procedures to indicate when time off can be required by the employer (e.g., when a sick employee will be sent home)		
Adopt flexible scheduling options with flexible start and stop times		
Adjust meal and rest break policies to stagger times in common areas and to promote social distancing		
Update business travel policies to reflect essential vs. non-essential travel and the impact of domestic and international travel restrictions		
Implement remote work policies outlining eligibility requirements and procedures for requesting remote work assignment		
Update information technology policies to ensure that existing policies apply to remote workers (e.g. non-harassment)		

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BUSINESS CONTINUITY PLANNING

<u>Task</u>	<u>Status</u> <i>(Complete, In Progress, or N/A)</i>	<u>Date Completed</u>
Implement a business continuity plan that includes infectious disease control		
Ensure that business continuity plan resources and contact information are current		
Appoint one or more employees to continuously monitor best practices for infectious disease control in the workplace		
Perform regular tests of emergency preparedness plan to ensure that employees know what to do and identify gaps in the plan		