

COVID-19

Return to Work Best Practice Calendar

Prior to Return Date

14 Days

- Notify employees the business will be opening back up and/or moving to coming onsite.
- Send all new policies and/or updated policies to employees in the business opening notification (even if already sent separately).
- Notify each employee of their return status (Ex: Returning from furlough, not returning, etc.).
- Create cleaning measures for worksite.

7 Days

- Confirm which employees will be returning to work.
- Notify state unemployment agency if employees are choosing not to return.
- Ensure any new policies are finalized and implemented.
- Confirm business perspective on employee relations topics.
 - Employees concerned about health and safety.
 - “At-risk” employees.
 - FMLA and ADA accommodation process
- Confirm cleaning measures.

1 Days

- Notification sent to all employees of first day reminders (Social distancing, cleaning protocols, new policies, etc.).

After Return to Work

7 Days

- Confirm cleaning measures are working properly.
- Follow-up with employees about new policies and first week back questions.

30 Days

- Adjust cleaning measures if needed (less stringent).

Outgoing

- Follow-up with employees currently on company, state, and/or federal leave.
- Audit FFCRA leave pay and documentation.
- Revise and update remote work policy.
- Audit business relief measures taken during the pandemic. (PPP loan, SS tax credit, Employee Retention Credit, etc.)



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