

## Sample

### COVID-19 Return to Work Plan

In accordance with federal & state guidance, the following are guidelines to return to work during the COVID-19 pandemic.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Because of the hidden nature of this threat, everyone should rigorously follow the guidelines specified in this plan. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone.

#### **General Health Instruction**

- All employees should be educated by their supervisor on appropriate health practices. The education should include the following:
  - Signs/symptoms of COVID-19 to include:<sup>1</sup>
    - Cough
    - Shortness of breath or difficulty breathing
    - Fever
    - Chills
    - Muscle Pain
    - Sore throat
    - New loss of taste or smell
  - Stay home if you are sick or showing symptoms.
  - Wash hands often with soap & water for at least 20 seconds especially after touching frequently used items or surfaces. Utilize an alcohol-based hand sanitizer often between washings.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
  - Sneeze or cough into a tissue or the inside of your elbow.
  - Avoid shaking hands.
  - Discourage sharing desks, offices, or phones. If not feasible, disinfect after each use.
  - Stay away from others who are sick.
  - Clean & disinfect, frequently used equipment & surfaces. (Follow manufacturer's instructions for cleaning & disinfecting electronics. If no manufacturer's instructions, wipe with an alcohol-based disinfectant or spray with Lysol or equivalent.)
  - Practice social distancing & limit gatherings. Maintain a distance of at least 6 ft or be separated by a barrier. If not possible, wear a face covering. Face coverings can be homemade & must cover the mouth & nose area.
  - If a sick employee is suspected or confirmed to have COVID-19, clean workstation with soap & water, then disinfect using a disinfectant approved to kill COVID-19 (Lysol, bleach/alcohol wipes or other approved cleaner).

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<sup>1</sup> Refer to <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for the most current list of COVID-19 symptoms

- All employees should have access to hand soap, tissues, paper towels, & trash bins.
- Alcohol based hand sanitizer should be available throughout each building.
- HVAC systems should be outfitted with the highest efficiency rating filter allowed by the manufacturer (MERV rating).
- Any office with a gym must provide Lysol, bleach/alcohol wipes or other approved cleaner to disinfect equipment. Equipment must be wiped before & after use. Signage must be posted stating requirements to clean.
- All locations should post signage throughout buildings to raise awareness.
- The highest level of management at each location is responsible for implementing the listed measures.
- Department heads are responsible for enforcing all measures.

### **Phases of Return to Work**

Return to work will be done in conjunction with the federal proposed phased approach. Each location will follow the phases of their respective state or local jurisdiction.

#### **Phase 1**

- Remote work still encouraged if feasible.
- Can allow up to 25% of normal personnel back into offices.
- All offices & hubs should utilize temperature/symptoms screening template at their entrances. If screen is positive for temperature/symptoms, isolate employee & notify department head for guidance. Local leadership should ensure this is outlined & completed.
- All personnel in offices & hubs should maintain a distance of at least 6 ft or be separated by a barrier. If this is not possible, face coverings shall be worn.
- Enhanced cleaning should happen at least 3 times per day/night (beginning, middle & end of each shift). Frequently clean common touch points, such as tables, countertops, doorknobs/handles, handrails, light switches, desks, phones, keyboards, touch screens, toilets, faucets & sinks, etc. Local leadership should ensure this is outlined & completed.
- Reduce common touch points by opening internal doors where possible & removing lids on disposal receptacles, unless doing so creates an unsanitary environment.
- Common areas & break rooms should be restricted to allow at least 6 ft social distancing. A guide is one person for every 40 square ft. of available space. Remember to include furniture/appliances in calculations.
  - Adjust lunch/break times to limit contact between employees.
  - Seating should be arranged to allow proper distancing. Removal of some chairs may be required.
  - Outdoor areas are preferred for lunch & other breaks if feasible.
  - Use disposable cups, plates, & utensils.
  - Disinfect high touch point areas frequently (coffee pot, refrigerator, microwave, faucets, etc.)

- No more than 2 people allowed in elevators at one time.
- Avoid in person or face/face meetings when possible. Utilize video conferences as a substitute.
- Deliveries should be limited to one entrance at each building. Deliveries should be left in the entrance/lobby of the building.
- Visitors are not allowed. If contract services are needed, they should be screened.
- Business travel should be limited.

**Phase 2 (Guidance is 14 days after Phase 1 – In conjunction with state)**

- Follow all Phase 1 guidelines except as follows:
  - Can allow up to 50% of normal personnel back into offices.
  - Necessary business travel can resume.

**Phase 3 (Guidance is 14 days after Phase 2 – In conjunction with state)**

- Offices can allow 100% of personnel back into offices.
- Discontinue temperature/symptoms screening.
- Social distancing requirements removed. Continue to practice good hygiene & space awareness.
- Clean & disinfect surfaces as normal.
- Open common areas & break rooms as normal.
- Face/face meetings allowed.
- Visitors & deliveries as normal.
- Business travel as normal.

\*This sample was created for informational purposes only. The content is not intended to be taken as a substitute for professional legal or medical advice and is not guaranteed to be correct, complete, or up to date. Always seek the advice of a qualified lawyer or health provider with any questions you may have regarding your particular circumstances. Never disregard professional advice or delay in seeking it because of something you have read on this form.