



# Getting back to business checklist

What to consider when welcoming your team back to work

The coronavirus (COVID-19) has caused many employers to shift work arrangements, whether through remote work, furlough or other measures. As state and local governments adjust regulations, you are likely making plans to resume operations as quickly and safely as possible.

As you consider your new normal, there are a variety of health, safety and employment legal considerations, and many of these issues vary by industry and location.

Use this checklist as a starting point to help you plan for welcoming your team back to work.

## Preparation phase

Create a **clear employee communications plan about the company's plans to reopen**. **Tip:** Include your rehire process, new policies, trainings to expect and your commitment to protecting workers and customers.

Determine whether any state, local or industry **mandates will limit the reopening** of your facilities. **Resources:** [White House guidelines](#), [State Governor's websites](#), [CDC: Communities, Schools, Workplaces, and Events](#); [Federal OSHA COVID-19 website](#)

Check federal, state, local and OSHA laws and **update HR policies and procedures**. **Resources:** [Temporary Rule: Paid Leave under the FFCRA](#), [Federal OSHA COVID-19 website](#), [State OSHA plans](#)

If some employees will remain furloughed, use neutral selection criteria to **determine which employees will be brought back after furlough**. **Tip:** Look at data points such as seniority, performance or job classification.

**Check benefits eligibility** for employees who were furloughed or laid off and ensure the employee is offered the opportunity to enroll in benefits.

**Notify employees with a return-to-work letter** that includes their return date, work schedule, pay, benefits, PTO, new policies and procedures, and an at-will employment disclaimer. **Resource:** [CDC: Guidelines Opening Up America Again](#)

**Properly classify employees who are returning to work** as exempt or non-exempt. **Resources:** [FLSA Guide](#), [Exemption Info Sheet](#)

Prepare to **address requests from employees who refuse to return to work** or ask to continue telework due to child care, health and safety concerns. **Resources:** [FFCRA Q&A](#), [EEOC: What You Should Know: COVID-19, ADA, Rehabilitation Act, and Other EEO Laws](#)

## ADP services

There's rarely a one-size fits all HCM solution. Most vendors offer technology-only services or standalone solutions, but you might need more to support your business continuity and workforce recovery. We offer solutions that span all methods of HCM, allowing you to choose the best solution for your business, while remaining scalable to meet your needs in the future, should they change.

Whether it's stand-alone technology or full-level service and support with global outsourcing, ADP offers the most combinations of reliable options to meet your unique business needs.

Assess whether leave and other accommodations may be required by federal, state or local law. **Resources:** [FFCRA Q&A](#), [EEOC: What You Should Know: COVID-19, ADA, Rehabilitation Act, and Other EEO Laws](#)

Engage in a dialogue and **provide reasonable accommodations** to employees who may be more vulnerable to COVID-19 because of underlying health conditions. **Resources:** [Pandemic Preparedness in the Workplace and the ADA, Job Accommodation Network](#)

**Post notices** (e.g. FFCRA poster if less than 500 employees, hygiene/handwashing reminders, social distancing reminders, state and local posting requirements). **Resources:** [U.S. DOL Workplace Posters](#), [CDC COVID-19 Print Resources](#)

Implement **cleaning and disinfection protocols**, consistent with CDC and OSHA guidance. **Resource:** [CDC Cleaning and Disinfecting Your Facility](#)

Evaluate mandatory or voluntary **use of masks, gloves**, and face shields. **Resources:** [CDC General Business FAQ](#), [Federal OSHA COVID-19 website](#), [State Governor's websites](#)

Develop **protocol for addressing employees with reported COVID-19 symptoms** or diagnosis. **Resource:** [CDC General Business FAQ](#)

## Back to work phase

**Train employees** on new policies, protocols, and rules.

Consider **staggered scheduling** and group scheduling to minimize the impact of a COVID-19 exposure on your workforce. **Resource:** [CDC Interim Guidance for Businesses and Employers](#)

Consider **updating job descriptions** to address changes in job duties and essential job functions.

Ensure **COVID-19 cases are recorded** per OSHA guidance. **Resource:** [Federal OSHA COVID-19 website](#)

Remind and encourage employees that they **should not report to work when sick**. **Resource:** [CDC Interim Guidance for Businesses and Employers](#)

**Communicate regularly** with employees. **Tip:** Keep employees in the know about the actions you're taking to respond to their feedback and keep them safe.

**Contact your ADP sales representative to learn more about how we can help your business get back to work.**

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