



STARKWEATHER & SHEPLEY
BENEFIT SOLUTIONS

BACK TO WORK:

**RE-OPENING/RETURNING
TO THE OFFICE AFTER COVID-19**

Toolkit for Employers

Disclaimer: The content of this toolkit is for informational purposes only and is not intended to provide professional medical or legal advice. Consult your legal counsel for specific use.

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COMMUNICATIONS TEMPLATES

Sample Workplace Coronavirus Infection Email to Employees

Dear [[INSERT EMPLOYEE NAME]],

[[ABC COMPANY]] recently discovered that one of our employees has tested positive for coronavirus disease 2019 (COVID-19). Your safety is our primary concern at all times, and this email continues our commitment to that goal.

We will continue to follow our workplace policies, which include proper disinfection and transparency with our employees. There is currently no reason to assume you are infected simply because this individual contracted COVID-19, but we understand your desire to be apprised to the situation.

To that end, please review these COVID-19 symptoms and monitor your health in the meantime:

- Difficulty breathing
- Rough, dry cough that hurts your chest
- Fever of at least 100 F
- Loss of taste or smell

Please continue to follow all workplace guidelines and speak with your manager with any questions or concerns related to this situation.

[[ABC COMPANY]] appreciates all your hard work and resilience during this uncertain period.

Sincerely,

John Smith

[[ABC COMPANY]]

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COMMUNICATIONS TEMPLATES

Sample Essential Worker Employee Communications Letter

Dear Employee,

Under the provisions of [[INSERT STATE OR LOCAL REGULATION]], you are considered to be an essential employee of [[ABC COMPANY]].

As such, you are required to maintain your normal work schedule so that [[ABC COMPANY]] can maintain proper operations as an essential business during the COVID-19 pandemic. If you have any questions or concerns about being an essential worker or the precautions [[ABC COMPANY]] is taking to protect its employees, contact your manager or HR.

In addition, if your manager distributes another letter explaining that you are an essential worker and must travel to and from work, please keep this letter in your car. It will be needed should law enforcement ask why you are not sheltering in place or staying at home.

Please contact [[INSERT CONTACT NAME]] at [[INSERT CONTACT PHONE]] with any questions. Thank you in advance for your cooperation and understanding.

Sincerely,

John Smith

[[ABC COMPANY]]

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COMMUNICATIONS TEMPLATES

Sample Letter Recalling Furloughed Employee

Dear employee,

Now that business is beginning to resume, we are beginning to bring back staff that had to be furloughed, due to the COVID-19 pandemic.

This offer letter supersedes any previous offer letter or terms of employment.

Here are your employment details:

- Job title
- Your supervisor will be [[INSERT NAME]]
- [[INSERT OVERVIEW OF RESPONSIBILITIES]]
- [[INSERT SALARY INFO]]
- [[INSERT EMPLOYMENT CLASSIFICATION]]
- [[INSERT EMPLOYMENT AT-WILL INFO]]

As such we are requesting that you accept or decline our offer to return to work by {INSERT DATE HERE}. Should we not receive a response by this date, we will assume you have declined the offer to return to employment

[[INCLUDE ANY INFORMATION ABOUT ADDITIONAL SAFETY MEASURES TAKEN BY THE FIRM]]

Please contact [[INSERT CONTACT NAME]] at [[INSERT CONTACT PHONE]] with any questions. Thank you in advance and we look forward to seeing you soon.

Sincerely,

John Smith
ABC COMPANY

I accept the terms of this recall letter and will return to work

I decline recall and request termination of my employment

Name:

Date:

Signature:

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COMMUNICATIONS TEMPLATES

Sample Communication Letter to Employees Re: Temperature Testing at Worksite

To all valued employees,

Your safety and well-being are a top priority of ours and even more so, considering the current environment. In an effort to protect everyone from the coronavirus, [[ABC COMPANY]] will begin taking temperatures of all staff on [[INSERT DATE]]. The following rules and procedures constitute [[ABC COMPANY]]'S temperature testing policy. This policy is in place to ensure that the temperatures are taken in a way that does not encourage the spread of disease, and protects personal, confidential information.

1. Taking an employee's temperature is a form of medical examination, which means that there are numerous laws covering labor and medical rights that protect the information gathered in the temperature taking process. **Only employees/screeners (if using a 3rd party) who have been trained to take temperatures may take other employee's temperatures.**
2. Temperatures will be taken daily of all staff present, until such time that we decide this is no longer necessary.
3. The individual performing the screening will wear the following personal protective equipment:
 1. A mask that correctly covers the mouth and nose
 2. Disposable gloves
 3. Safety glasses
4. Each employee having their temperature taken must also have their mask/facial covering up and covering the mouth and nose.
5. When it is your turn to have your temperature taken, the employee/screener will follow these steps:
 1. Ask for your consent to take your temperature.
 2. Ask you to put your face covering on.
 3. Make sure no other employee can see the screen of the thermometer, then hold the thermometer [[on the forehead or 2-4 inches from the forehead]] and press the button.
 4. Show the temperature to you. If the temperature is less than 100.00 degrees F (37.78 C), you may proceed into the workplace. **[[NOTE: Some companies are using 99.5 degrees]]**
 5. If your temperature is higher than 100.00 degrees Fahrenheit, you will be instructed to find a place to sit away from anyone else for ten minutes, then follow the steps below:
 1. After ten minutes, screener will retake your temperature.
 2. If your temperature is lower than 100.00 degrees Fahrenheit (37.78 C), you may proceed into the workplace.
 3. If the temperature is still over 100.00 degrees Fahrenheit (37.78 C), you will be tested one more time and asked the following:
 1. Do you have any other symptoms of COVID-19 (dry cough, tiredness, aches and pains, nasal congestion, runny nose, sore throat, or diarrhea). Please respond either yes or no.

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COMMUNICATIONS TEMPLATES

6. If you answer yes to any of the questions above or if your temperature is still at 100 degrees Fahrenheit or higher, you will not be allowed to return to the workplace. You will need to return home and may not return to work.

Please know that all temperatures taken are confidential. It is a violation of numerous laws to share anyone's thermometer readings with anyone other than the corresponding employee and the Human Resource team who need to know.

Thank you for your cooperation in keeping our [[ABC COMPANY]] family safe.

Sincerely,

John Smith

[[ABC COMPANY]]

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COMMUNICATIONS TEMPLATES

Sample Survey Questions to Gauge Return To Work Concerns of Employees

Demographic Questions:

1. **Name:**
2. **Role/Job Function:**
3. **Floor/Office Building/City:**

Survey Questions:

1. **How eager are you to return to the office?** Scale = 1 (I prefer working from home) – 5 (I'm ready to go back to the office)
2. **Do you have any issues or concerns commuting to the office?** Y/N
3. **Do you have any childcare issues or concerns?** Y/N
4. **Describe any hesitations about returning to office. What would make you feel comfortable enough to return?**
5. **Which days would you prefer to be in the office?** Multi-select options
= Each workday
6. **Which times would you prefer to be in the office (if we go to split shifts)?**
Morning/Afternoons

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PREVENTATIVE MEASURES

Cloth Mask Information and Care Instructions

Although a cloth mask is better than no mask, please understand that it does only offer limited protection. A cloth mask can be worn as an extra layer of protection when caring for individuals who have not been affected with the coronavirus or experiencing flu like symptoms. If you are experiencing flu like symptoms or have tested positive for coronavirus, notify the HR office immediately.

Please read through the following information about caring for a cloth mask:

- Wash your mask after every use. Cloth masks are machine washable.
 - Masks have been washed prior to being given to you but washing it again wouldn't hurt.
- Make sure your mask is fully dry before putting it on. Cloth masks are dryer safe but can be hung to dry to maintain better shape.
 - Masks have been put through the dryer before being given to you.
- Know the signs of when it's time to stop reusing a mask.
 - If your mask is damaged or permanently soiled, discard the mask.
- Practice safe handling when putting the mask on and taking it off.
 - Wash your hands before and after putting a mask on.
 - Wash your hands before and after taking a mask off.
 - Do not wear an outside mask into a client's home.
 - Make sure the mask fits securely when putting it on.
 - Refrain from touching the outside of the mask when taking it off.
- Practice safe storage of the mask.
 - Store the mask in a safe and clean place before putting it on (i.e. a clean zip lock bag that is ONLY used for clean masks).
 - Place the used mask in a separate location until it can be washed (i.e. a closed Tupperware container).
- Even if you are not washing to mask immediately after you return home, put it in the washing machine immediately so it is separated from your other laundry.

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PREVENTATIVE MEASURES

Sample Standard Operation Procedure Plan–Temperature Checks

Staffing:

- 1 Screener from 4:30 a.m. to 4:30 p.m.

Items to provide:

- Thermometer
- N95 Mask(s)
- Safety Vest
- Safety Glasses
- Hand sanitizer
- Disinfectant (for thermometer)
- Roll Paper Towel

Who will be checked:

- Employees/Contractors
- Facility contractors working inside building

General Guidelines:

- Refusing a check – no admittance to building
- Temperature 100 or under = entry granted
- Temperature >100, denied entry

Example Flow:

1. Employee Enters through parking lot gate
2. Remains in vehicle and pulls up to check area
3. Screener takes temperature, shows employee:
 - If temperature is 100 or under = entry granted
 - If temperature is greater than 100 degrees after three consecutive tries, entry is denied, and the employee is given instructions to contact VP HR, or company designated personnel

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PREVENTATIVE MEASURES

Sample Health Screening Form for Visitors

To reduce the risk of COVID-19 exposure to [[COMPANY NAME]] employees, all visitors must complete the following screening questions:

Date: _____

Visitor's name: _____

Visitor's phone number: _____

Person/department visiting:

Self-Declaration by Visitor		
	YES	NO
Have you traveled to <i>[insert company determined list of countries]</i> or been in close contact with anyone who has traveled to those areas within the last 14 days?		
Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath or other respiratory problem)?		

Visitors answering yes to any of the above questions will not be permitted access to [[COMPANY NAME]]'s facility.

Visitor signature: _____

For internal use:

Access to facility (circle one): Approved Denied

Employee name: _____

Employee signature: _____

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STOP THE SPREAD OF GERMS AT WORK



● **COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.**

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

● **CLEAN YOUR HANDS OFTEN.**

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



● **CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.**

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

● **AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.**

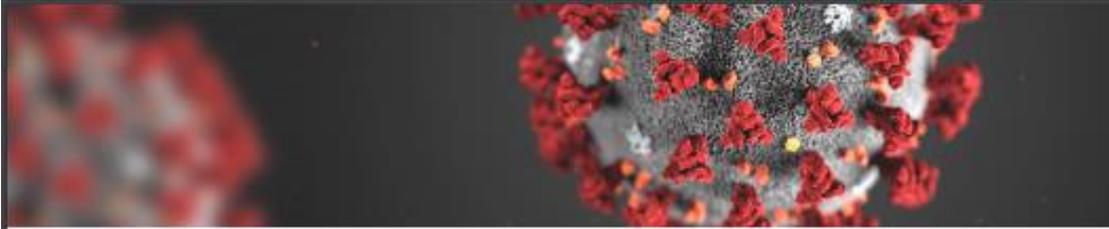
Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



● **STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.**

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.

PREVENTATIVE MEASURES



Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).



OSHA Occupational Safety and Health Administration
www.osha.gov

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA 3096/04/2020

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