

# Return to Work

# MP

*Best practices to ensure a safe and effective return to the office*

## Workplace Safety

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Establish physical distancing measures

- [ ] Move work stations/desks to increase physical distancing
- [ ] Evaluate use of common areas such as conference and break rooms and public spaces

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Develop guidelines for cleaning and disinfecting work areas

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Purchase and provide personal protective equipment (PPE) such as masks, gloves, hand sanitizer, etc

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Implement employee monitoring and screening plan

## Recalling Employees

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Provide returning employees with recall or offer letters

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Update hiring and onboarding practices to ensure social distancing

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Phase in employees returning to work

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Create a plan for employees in high-risk categories for infection

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Consider staggered shifts, meal breaks, rotating weeks between office and working remotely

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Notify state unemployment agency of employees recalled to work

- ☐ Determine how to handle employees who are unable or unwilling to return to work
- ☐ Address I-9 issues for new hires completed remotely or expired work authorizations

## Employee Communication Plan

- ☐ Anticipate employee fear, anxiety, rumors and misinformation, and plan communications accordingly
- ☐ Communicate changes to existing company policies including paid time off, remote work, travel restrictions, etc
- ☐ Detail efforts to ensure a safe workplace including training on new workplace safety and disinfecting protocols
- ☐ Communicate time-off request procedures
- ☐ Educate employees on how to reduce the spread of COVID-19 at home and at work
- ☐ Train managers and employees on new policies, procedures and protocols

## HR Compliance

- ☐ Display FFCRA poster prominently in the office; for remote employees, either email or post on company intranet site
- ☐ Understand the coordination of company leave benefits with local, state and federal leave laws including state mandated sick leave, FMLA, or leave under the ADA

# Remote Work

- ☐ Continue to allow remote work where possible to keep employees safe
- ☐ Consider staggered weeks in the office or alternate weekdays
- ☐ Determine if temporary work-from-home arrangements could be long-term

# Policy Review

- ☐ Review remote work policy and revise as needed
- ☐ Update work-related travel policies and identify essential and non-essential business travel
- ☐ Determine if there will be any changes to vacation or PTO policies, including increasing or decreasing paid leave benefits or other restrictions
- ☐ Consider implementing vacation rollovers, grace periods, and revise guidelines for using vacation if company has a “use it or lose it” policy
- ☐ Consider implementing or revising bereavement policies
- ☐ Ensure all leave of absence policies comply with local, state and federal law

# Compensation

- ☐ Determine if employee status changes (exempt to non-exempt, FT to PT) will be needed to reopen
- ☐ Determine if any pay cuts or hazard pay will be needed or revoked

# Employee Benefits



If employee contributions for medical plans were paid during leave, determine how/if the employer will recoup those costs from employees



Remind FSA participants that over-the-counter (OTC) medications are now eligible for FSA reimbursement without a doctor's prescription



Review Dependent Care Assistance (DCA) election changes with employees to ensure their new or revised elections are correct



Consider adding an Employee Assistance Program (EAP) service

# Compensation



Review available government guidance including those issued by the CDC, EEOC, and DOL



Ensure compliance with local, state and federal ordinances



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