

Employers face unprecedented new challenges and considerations in returning to work while COVID-19 remains a health threat. Below is a compilation of guidance from multiple sources on how to safely open your work place back up while keeping your employees safe .

✓	Task	Resources
	Review recommendations from CDC, OSHA, and State and county governments.	<a href="#">CDC Website</a> <a href="#">US Department of Labor: OSHA Website</a> <a href="#">Michigan.gov Coronavirus Website</a> or <a href="#">Responsible RestartOhio</a>
	Develop a written pandemic plan, including methods to distance workers, test and track employee exposure, cleaning procedures, and response to an outbreak in a facility.	<a href="#">Pandemic Return to work Plan—Sample</a> <a href="#">Pandemic Return to Work template</a> <a href="#">Return to work checklist</a> or <a href="#">Re-Opening post COVID—Client Re-Entry Checklist</a>
	Evaluate whether a business can stagger its workforce, leaving some to work remotely or only in the office part of the week. What have you learned working remotely? Can this be improved upon and replicated moving forward?	<a href="#">Productivity During Pandemic Assessment</a> <a href="#">Pandemic Success Strategy—12 Month Guide/Template</a> <a href="#">Telecommuting Checklist</a> <a href="#">Telecommuting Employer/Employee Agreement—Sample</a> <a href="#">Work From Home Policy Template</a>
	Communicate all changes and pandemic plan to employees and also encourage health monitoring and rigorous hygiene.	<a href="#">COVID-19 Return to Work / Welcome Letter to Employees template</a> <a href="#">Coronavirus &amp; Workplace Hygiene Communication Template</a>
	Review and consider personal protective equipment needs—mask, gloves, shields, etc.— and determine sourcing methods.	<a href="#">Face Coverings—Sample employee notice</a>
	Assess Sick leave and medical leave policies and adjust to new legislation, including the Families First Coronavirus Response Act.	<a href="#">Families First Coronavirus Response Act Information</a> <a href="#">FFCRA Employee Request Form</a>
	Implement health screenings of employees that do not violate state and federal laws.	<a href="#">Employee Health Screening Form</a> <a href="#">Employee Screening Guide</a> <a href="#">Business Screening Q&amp;A</a>
	Reengage employees back into the work place.	<a href="#">Ways to Support Your Workforce</a> <a href="#">Posters &amp; Signs for the Workplace—Wear Masks, 6 ft Apart, Wash Hands</a>

*Disclaimer: Kapnick recognizes the fluidity of the current COVID-19 situation and will continue to provide updated information as it becomes available. This information is relevant as of May 1, 2020.*