

EMPLOYER CHECKLIST FOR

Reopening the Workplace



For more detailed information,
refer to Ballard Spahr's
[Employer Guidelines:
Reopening the Workplace.](#)

IDENTIFY A REOPENING TASK FORCE

Develop and implement COVID-19 policies; address employee concerns; review federal, state, and local guidelines.



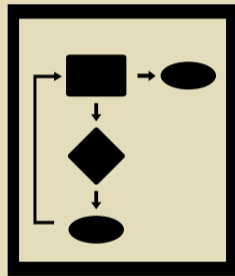


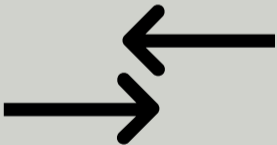
CONDUCT A COVID-19 RISK/HAZARD ASSESSMENT

Carefully review business-specific health concerns that re-opening will pose.

DEVELOP A HIRING PLAN

Create a sound process with clear, objective selection criteria to determine which employees will be rehired.



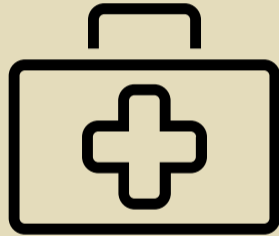


DRAFT THE RETURN TO WORK LETTER

Think carefully about any information you will communicate to employees in advance of their return to the workplace.

CREATE HEALTH AND SAFETY PROTOCOLS

Develop new workplace protocols implementing COVID-19 safety and prevention measures.



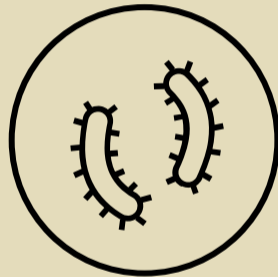


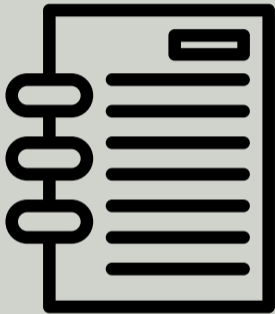
DEVELOP A TESTING/SCREENING POLICY

Consider which tests to implement, who will conduct the tests, who will evaluate the tests and report results, and whether additional personnel may be needed to complete these tasks. Comply with all applicable laws.

DRAFT A COVID-19 EMERGENCY RESPONSE PLAN

Identify next steps in the event an employee or visitor tests positive for COVID-19. See our [Employer Guidelines: Responding to a Positive COVID-19 Diagnosis in the Workplace.](#)





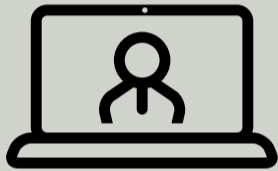
EVALUATE LEAVE POLICIES

A variety of leave policies may be at play when employees return to work. See our [model FFCRA policy](#).

CONSIDER IMPLICATIONS FOR OTHER WORKPLACE POLICIES, PRACTICES, AND INTERACTIONS

Review existing policies and modify if necessary to comply with federal, state and local laws, and new COVID-19 policies.



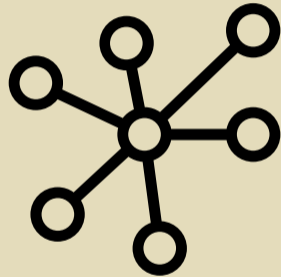


DRAFT A TELEWORK/REMOTE WORK POLICY

As the potential for remote work continues (or returns after reopening) a clear cut policy is more important than ever.

CREATE A COMMUNICATION PLAN

Develop a comprehensive communication plan to educate employees, supervisors, and managers on workplace changes, policies, and protocols.





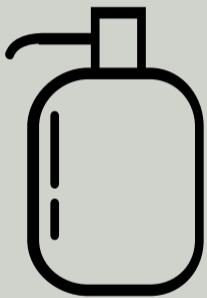
ANTICIPATE REQUESTS FOR ACCOMMODATION

Prep for employees who may be fearful of reentering the worksite—anxiety and underlying health conditions may lead to requests for accommodation.

CREATE A PUBLIC RELATIONS PLAN

As part of the plan to reopen, employers should consider whether to prepare a PR strategy to address media inquiries that could impact both employee morale and public perception.





UPDATE WORKPLACE POSTINGS

Consider posting reminders about new policies, including reminders for employees to wash hands, social distance, and wear PPE. See the [OSHA Poster](#) and [CDC Postings](#).

DEVELOP A PLAN FOR RENEWED CLOSURES

Your reopening plan should address how to implement an organized closure in the event that in-person operations are forced to retrench due to COVID-19.



CONTACT US

For questions on reopening your workplace,
contact a member of Ballard Spahr's
Labor and Employment Group.

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