Return to Work Action Plan Discussion Guide

Use this discussion guide to ensure that all employees are aware of and understand crucial components of 's post-coronavirus Return to Work Action Plan.

Return to Work Timeline	
Topic	**Comments/Questions**
Return to work phases	
Corporate cleaning prior to reopening	
Whether the employee will be permitted back in the office under Phase One or Phase Two	
New administrative workplace protocols to preserve safety (e.g., virtual, office modification and staggered schedules)	
Work-from-home expectations	
Business-related travel expectations	
Personal travel expectations	

Workplace Protocols	
Topic	**Comments/Questions**
Employee screening protocols: • Reasoning behind screening • Nondiscriminatory screening process • Confidential storage of screening results • Process to be followed if screening reveals an employee is exhibiting COVID-19 symptoms	
COVID-19 exposure or confirmed illness protocols: • Process for reporting exposure • Process for reporting confirmed illness • Self-quarantining expectations • Considerations to be satisfied before an employee who had COVID-19 can return to work • Reporting transparency expectations	
Social distancing protocols: • Explanation of social distancing • Guidelines for social distancing • Measures is taking to ensure employees can practice social distancing	

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Workplace Protocols	
Topic	Comments/Questions

General employee health and safety protocols:
• Employee hygiene expectations (e.g., frequent hand-washing, covering coughs and sneezes, and avoiding touching face)
• Measures taken by to provide ample cleaning supplies and keep the office clean
• Expectations for wearing CDC-compliant face coverings at work
• Cleaning and disinfecting expectations for employees
• Other office procedures:
    ○ Delivery procedures
    ○ No-visitor policy
    ○ Vending and catering services
• Employee mental health services	

Individual Requests	
Topic	Comments/Questions
Employee concerns •	

For additional information, please refer to 's Return to Work Action Plan.