RETURN TO WORK CHECKLIST
Recommended actions for nonprofits as they prepare for reopening.

Posting and Policies

☐ Post the [Families First Coronavirus Response Act (FFCRA) poster](#) in a place visible to employees. Where employees will remain working from home, be sure to send this information by email or post to organization's intraweb. Be aware of Families First Coronavirus Response Act: [Employee Paid Leave Rights](#).

☐ Review and revise hiring practices and policies:

>Have staffing needs changed?
>Use remote interviewing techniques as much as possible.
>Update onboarding practices.
>If you are recalling only some workers that were laid-off or furloughed, ensure your practices for determining who to recall do not discriminate against any group of employees.

☐ Review and revise leave policies:

>Know how FFCRA affects your previous policies and practices.
>Consider implementing PTO/vacation rollovers, grace periods, and revise guidelines for usage if vacation is forfeited if not used by year-end.
>Consider implementing or revising bereavement leave policies.
>Ensure that all employees have access to and an understanding of all leave policies that may apply to them.
>Review any state or local paid sick leave laws and determine if you need to reinstate prior accruals.
>Review any organization policies regarding seniority for employees rehired within a certain time period.

☐ Review and revise work from home and child care policies.

☐ Update work travel policies in light of any new orders in your state and any new practices being implemented in the workplace to keep employees/customers safe.

☐ Review rehire/reinstate provisions for your benefits policies (eligibility/waiting periods).

☐ Distribute all new or revised policies to all employees. Preparing for Rehire

☐ If seeking PPP loan forgiveness, make sure to work with your lender to fill out the appropriate form related to applying for forgiveness.

☐ Issue letters offering a return to work after determining if there will be any changes in positions, organizational structure, or compensation.

☐ Ensure you provide "new hire" documents to the proper employees.

☐ If applicable, familiarize yourself with PPP loan forgiveness requirements (ex. compensation, covered costs).

☐ Determine if the returning employee needs to update or fill out a new Form 1-9.

>Furloughed employees do not need to update.
>Terminated employees rehired within three years of original hire date only need to complete section 3 of the Form 1-9.

>A new Form 1-9 must be completed if the employee is being rehired three years or more after their original hire date.

☐ Prepare a new Form W-4 for any employee who wants to make any changes as they return to work.

Health and Safety

☐ Explain company policies and procedures related to illness, cleaning and disinfecting, and work meetings and travel.

☐ Educate employees on how to reduce the spread of COVID-19 at home and work (follow Centers for Disease Control and Prevention recommendations).

☐ For employees returning to a worksite, make sure they understand what's expected of them in the workplace. For example, must they wear face masks or face coverings? Will protective items and hand sanitizer be provided? Are workplace hours different? Will you be taking employees' temperatures each day when they arrive? Is teleworking or staggered shift work allowed/encouraged?

☐ Ensure that all employees who are currently ill or have contact with an ill family member stay home (follow CDC recommendations for length of time).

☐ If an employee becomes sick at work, send them home.

☐ Promote safe social distancing in the workplace by encouraging employees to:
>Remain at least 6 feet away from each other.
>Email, message, call, or video call rather than meeting face to face.
>Clean computer equipment, desktops, phones, and workstations often.

☐ Provide hand sanitizer, cleaning supplies, and face masks or face coverings (where appropriate/necessary) and no-touch disposal receptacles.

☐ Discourage handshaking.

☐ Place posters throughout the business to encourage social distancing and hand hygiene.

Best Practices

☐ Be aware of any local public health or other orders related to COVID-19 that may affect your business.

☐ Ensure your workplace cleaning company is up to date on current methods of safely removing COVID-19 hazards.

☐ Communicate frequently and as transparently as possible with employees:
>Provide expected timelines for recalling/rehiring employees.
>Provide returning employees with recall or offer letters.

☐ Train managers on dealing with employees that may face increased personal challenges during this time, such as bereavement and loss, childcare and school -cancellation challenges, financial stress, and other dependent care and support needs.

☐ Offer flexibility wherever possible and adjust workloads to be reasonable.

☐ Be prepared to investigate and stop discriminatory speech quickly or acts in the workplace.

☐ Consider contracting with an employee assistance program (EAP) if you do not currently have one.

☐ Designate a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

☐ Develop a plan to operate if absenteeism spikes, another shelter-in-place or stay at home order occurs:

>Implement a plan to continue essential business functions.
>Implement flexible work schedules and leave policies.
>Cross-train employees on performing essential business functions.

☐ Develop emergency communications plans, including a way to answer workers' concerns.

☐ Communicate your appreciation and welcome employees back to work.

Marketing

☐ Communicate your opening date and ways in which you will follow COVID-19 safety guidelines to your customers.

☐ Update your website and include information about your increased cleaning measures and safety measures you are taking as a result of COVID-19. Outline the expectations you have of your customers, such as social distancing and required PPE. Proactive communication is key.

☐ Ensure that your days/hours are updated on all of your various sites, like Google pages, social media, Yelp, etc.

☐ When posting photos or videos on social media, remember to be mindful of ensuring your employees are spaced apart and wearing required face coverings/gloves in photos. Don't post photos of customers clustering in large groups. People will be looking for things to scrutinize.

Additional Resources

As a statewide resource center and professional network for staff and board members of 501(c)(3) nonprofits in Florida, the Florida Association of Nonprofits advocates for a return to economic activity in accordance with public health and safety and in conjunction with local and state guidelines. For additional COVID-19 resources, please visit us at https://fano.org/covid-19-resources/

This material is offered for general information only. It does not provide, nor is it intended to provide, legal or tax advice. May 2020