

# Return to Work

# MP

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

## Workplace Safety

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

Develop guidelines for cleaning and disinfecting work areas

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

Implement employee monitoring and screening plan

## Recalling Employees

Provide returning employees with recall or offer letters

Update hiring and onboarding practices to ensure social distancing

Phase in employees returning to work

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

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

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

# MP

## *We Believe People Make the Difference*

MassPay's mission has been to transform the employee experience for over 15 years. Through personalized customer service, powerful HCM technology, and expert HR guidance, we're ready to go the extra mile.

Want to know more?

[www.masspaysolutions.com](http://www.masspaysolutions.com)

978-998-6896