**Return To Work Policy**

It is the goal of **[Enter Employer Name]** during a period of an infectious disease outbreak or pandemic to maintain essential functions and services and provide a safe and healthy work environment for employees, vendors and the public. **[Enter Employer Name]** is committed to establishing methods for monitoring the severity and duration of an outbreak or pandemic, implementing measures to minimize exposure in the workplace and sustaining essential functions until the organization is able to resume normal operations.

**[Enter Department or Coordinator Name]** will oversee the implementation of this policy and coordinate communications from management to employees and other stakeholders. Duties include:

* Monitoring and coordinating events and communications around an infectious disease outbreak or pandemic; and
* Creating work rules that could be implemented to promote safety through infection control.

Oversight includes the maintenance of a current list of contacts including:

* Government agencies;
* Emergency response and healthcare facilities and services; and
* Equipment suppliers and service contractors who can or have agreed to assist during and after an outbreak or pandemic.

**Safety and Health Measures**

**[Enter Employer Name]** will implement disease mitigation and protective measures for employees working onsite and offsite and for interactions with customers, vendors and the public during the outbreak or pandemic**. [Enter Employer Name]** is committed to providing the most current and credible information about the disease, including the manner in which it spreads, symptoms and measures to prevent its transmission.

*Reducing transmission***.** To ensure a clean and safe workplace, **[Enter Employer Name**] will conduct a regular cleaning of frequently used objects and areas, including:

* Conference rooms;
* Bathrooms;
* Cafeterias and break rooms;
* Door handles;
* Telephones; and
* Hand railings.

Employees and other individuals who enter the workplace will be advised to follow personal hygiene practices to prevent infection (e.g., hand washing with soap and water or the use of hand sanitizer with at least 60% alcohol, avoid touching of the face) and will be provided access to basic hygiene supplies (e.g., soap, water, hand sanitizer, etc.).

*Exposure risk assessment.* Specific measures to minimize the spread of the spread of infection at each work location may be based on the risk level of exposure to employees. **[Enter Employer Name]** may install protective devices or adopt other interventions to prevent or mitigate exposure to an infectious disease when and where feasible. Controls may include:

* Physical barriers to control spread of the disease (e.g., plastic sneeze guards); or
* Administrative controls, such as staggered work schedules to minimize the number of individuals at the workplace or allow for thorough cleaning and disinfection between work shifts.

*Health monitoring.* Supervisors or other designated personnel will be trained to identify persons with signs and symptoms of an infectious disease as described in guidance provided by the Centers for Disease Control and Prevention (CDC) (e.g., fever, cough and shortness of breath) and determine the course of action to separate the person or persons from others or remove them from the workplace (e.g., send them home). Such personnel will also be trained in other techniques to minimize disease exposure and direct person-to-person contact, including social distancing (i.e., avoiding large gatherings and maintaining distance (approximately six feet) from others when possible (e.g., breakrooms and cafeterias)).

All employees will be notified on how to self-monitor for symptoms and report to a supervisor or management when they are ill or experience infectious disease symptoms.

*Stay home when sick****.*** Employees are urged not to report to work when they are feeling ill or are experiencing symptoms of an infectious disease (e.g., fever, cough or shortness of breath). An employee who appears to exhibit infectious disease symptoms upon arrival at work or who becomes sick during their time at work will be separated from others and sent home.

If an employee is confirmed to have contracted an infectious disease, **[Enter Employer Name]** will inform other employees of their possible exposure in the workplace, but the confidentiality of the infected employee will be maintained as required by the Americans with Disabilities Act (ADA). The employee's co-workers will be instructed to self-monitor for symptoms and be provided with guidelines for doing so.

*Remote work.* Employees who normally work onsite and are also capable of performing work from home or remotely may be encouraged or told to do so during an infectious disease outbreak or pandemic. The arrangement may be temporary or long-term depending on pandemic-related/contagion-related conditions such as public shelter-in-place orders, quarantines, childcare service disruptions or school closings and other related factors.

All remote or telework arrangements or requests will be determined on a case-by-case basis, taking into account factors including;

* Appropriateness of the job for telecommuting;
* Tenure;
* Seniority;
* Employee performance;
* Flexibility;
* The reason(s) for telecommuting; and
* The ability to work independently.

**[Enter Employer Name]** will determine what equipment, if any, to provide to the employee to facilitate the remote or telework arrangement.

The employee may designate a workspace or off-site work area for installing any equipment to be used while telecommuting. The employee will be expected to maintain the workspace in a safe condition, free from hazards to people and equipment.

*Social distancing.* **[Enter Employer Name]** may implement social distancing guidelines to reduce the spread of the infectious disease in the workplace. In accordance with CDC recommendations, employees and other individuals who enter the workplace may be encouraged to maintain a minimum distance of **[insert number of feet recommended by the CDC for proper social distancing, e.g., six feet]** from any other person during an infectious disease outbreak or pandemic. All business meetings may be held via phone or video conference. Employees and others may be prohibited from congregating in meeting rooms, common areas and all other onsite locations.

*Cleaning and disinfection after positive case****.*** In the event an employee or any other person at the workplace tests positive for an infectious disease, cleaning and disinfection protocols will be implemented in accordance with CDC recommendations, including instructions and supplies for employees to disinfect their personal work areas. Employees should make efforts to avoid using other employees' phones, desks, offices or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

**[Enter Employer Name]** will take steps to clean and disinfect all facility areas that have been used or may have been used by a person with a confirmed positive test result for the disease or who exhibited disease symptoms while at work.

*Travel restrictions.* **[Enter Employer Name]** will evaluate the risk of employee exposure to the infectious disease from business travel, and may restrict, cancel or ban business travel as necessary to minimize or prevent risk of infection. In making such determinations, consideration will be given to any travel bans or advisories issued by government agencies, including the US Department of State and the CDC.

*Nonessential activities.* During an infectious disease outbreak or pandemic **[Enter Employer Name]** may postpone or cancel all nonessential activities, including meetings, gatherings and training sessions. Affected employees would be notified as soon as practicable.

*Relocation of essential activities.* **[Enter Employer Name]** will notify all affected employees in the event essential onsite facilities or activities must be relocated and will provide instructions to continue or resume essential functions.

**[Insert if applicable:** *Vaccination.* **[Enter Employer Name]** will attempt to make a vaccine for the infectious disease accessible at the workplace once a vaccine is publicly available. Employees are encouraged to contact their doctor or healthcare provider to get vaccinated.**]**

**Attendance [insert, if applicable: and Leave]**

*Attendance.* **[Enter Employer Name's]** attendance policies will remain in place during an infectious disease outbreak or pandemic, unless otherwise notified. If an employee has a particular challenge (e.g., child care issues in the event of a school closure), they should speak to their supervisor to determine an alternative plan.

Employees will be notified of any work schedule changes caused by an infectious disease outbreak or pandemic. Requests to adjust individual work schedules will be addressed on a case-by-case basis.

If an employee is out of work because of exposure to an infectious disease, or other illness or condition recognized by federal, state or local law, the employee may be required to submit additional information for the absence. *See* the **[Insert the name of the employer's leave or accommodation policy**, **e.g. Families First Coronavirus Act (FFCRA) Policy]** for more information.

**[Insert if the employer offers sick, family or other leave:** To the extent permissible by law, **[Enter Employer Name]** may modify its leave policies in force during normal operations to reflect conditions during a declared infectious disease outbreak or pandemic.**]**

**Pay**

Employees will be paid for all hours worked during an infectious outbreak or pandemic.

Employees will be notified of any changes in pay rates for nonexempt employee hourly rate of pay or exempt employee salary as a result of long-term business needs caused by significant business disruption or economic shutdown due to an infectious disease outbreak or pandemic.

**Closings and Layoffs**

In the event of a temporary or permanent closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, employees will be notified as soon as practicable concerning a layoff or termination of employment.

Employees will be provided with as much notice as practicable concerning a layoff or business closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, including an explanation as to why notice was not provided if the layoff is implemented without advance notice.

Employees subject to a layoff under this policy will be notified about available benefits and where to obtain additional information and guidance.

**Return to Work**

Employees who have tested positive for an infectious disease (e.g., COVID-19) or who have isolated or quarantined with symptoms of infection may return to work when they have met the following criteria:

* Provide documentation of confirmed negative results of an FDA-approved assay for the infectious disease (confirmed means a second test validates an initial positive test or screen); or
* Seven days have passed since receipt of a confirmed positive test result and there have been no subsequent illness or symptoms of illness (e.g., cough, fever, difficulty breathing); or
* At least 72 hours have passed since the resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms AND at least 7 days have passed since symptoms first appeared.

**[Enter Employer Name]** understands that doctors and other health care professionals may be too busy during and immediately after an outbreak to provide fitness-for-duty documentation. **[Enter Employer Name]** may rely on other credible sources such as local clinics to provide a form, a stamp or an email to certify that an individual does not have an infectious disease.

**Onsite Work Prohibited**

**[Enter Employer Name]** reserves the right to prohibit an employee or another individual with a confirmed positive test for an infectious disease from entering onsite facilities, programs and functions if a determination is made that the entry introduces a recognized hazard to the workplace and the restriction protects the safety and health of employees, customers and others. Every effort will be made to accommodate such employees prohibited from onsite work with remote work, or other alternative work.

**Confidentiality**

Infectious disease-related diagnostic information about employees will be treated as confidential, privileged information. All information about an employee's illness will be treated as a confidential medical record in compliance with the Americans with Disabilities Act (ADA). The employer will adhere to all federal, state and local public health reporting requirements.

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