

# **Return to Work Communications and Training Checklist**

Developing an Action Plan to Ensure that Returning  
Employees Have All the Information Needed to Remain Safe



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## Developing an Action Plan to Ensure that Returning Employees Have All the Information Needed to Remain Safe

With millions of employees returning to worksites across the country, and given COVID-19's reach, providing every team member with practical guidance and training on how to protect co-workers and others is becoming increasingly important. Clear company wide instructions are particularly valuable in light of dozens of state rules and/or training requirements as well as uncertainties regarding levels and extents of enforcement actions.

This Audit and Checklist from Seyfarth at Work provides a roadmap to identify those communication areas that employers may not have considered and which should inform targeted training, announcements, and policy guidance.

BROAD COMMUNICATION AREAS TO ASSESS	HAVE TARGETED COMMUNICATIONS/ TRAINING ALREADY BEEN CREATED?		HAVE COMMUNICATIONS/ TRAINING BEEN DELIVERED?	
	YES	NO	YES	NO
Updating of Internal Guidance/Protocols, Generally				
Developing of Adjusted Floor/Seating Plans to Maintain 6-foot Spacing (including designated pathway areas for employees/customers/clients, as needed)				
Posting of Clear and Sufficient Directional Signage/ Site Maps to Ensure Safe Flow of Foot Traffic				
Development and Delivery of All Employee Interactive Training/Outreach (see section below for sample recommended training topics)				
Mounting of CDC and State Agency-Created Informational Posters and/or Internal Equivalents				
Assigning of a Communications Coordinator for COVID-19 and Related Safety Communications				
Development of Documents/Forms for Communicating with Contractors, Vendors and Other Third Parties That Come On-Site				
Creation of a Written Protocol to Inform Employees of Exposure Events				
Development of Task and Protocol Overviews that Enable Rapid Cross-Training of Employees, in case they are needed to cover one-another's functions				
<b>Training and Outreach Topics:</b>				
COVID-19 Basics that Matter to Your Teams and Workplace				

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	YES	NO	YES	NO
How Coronavirus Spreads				
Signs and Symptoms of Infection				
Guidance if an Employee Has Been Exposed/Infected and When it is Safe to Return to Work				
Guidance as to Which Underlying Health Conditions May Make Individuals More Susceptible to Contracting the Virus				
Guidance if Someone in an Employee's Household Has COVID-19				
Knowing When to Stay Home				
Relevant Information on Social Distancing				
Limiting In-Person Interactions, including in Common Areas, Break Rooms and Restrooms				
Disinfection and Sanitization				
Handwashing and Sanitizing				
Other Good Hygiene Practices				
Avoiding Equipment/Supply Sharing				
Proper Use and Care of Cloth Face Coverings				
Relevant Tips for Outside of Work				
<b>Information and Scripts for Managers to Issue-Spot/Properly Respond To:</b>				
Employees Who Are Potentially Ill With COVID-19				
Employees Who Share that a Family Member is Ill with COVID-19				
Employees Not Wanting to Come In				
Employees Not Wanting to Work Next to Someone Who They Are Concerned May Be Exhibiting Symptoms				
Employees, customers, and clients who are uncooperative or unwilling to respect organizational social distancing rules				

**Please also see:** <https://www.seyfarth.com/news-insights/strategies-for-developing-a-return-to-work-action-plan.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html> and any relevant OSHA and CDC rules, given the specific nature of your operations.

**To see Seyfarth at Work's online Return-to-Work course description, please [click here](#). To learn more about a virtual COVID-19 Site Audit/Review, please contact Rachel Guisinger at [rguisinger@seyfarth.com](mailto:rguisinger@seyfarth.com) | 704-925-6033.**