**Posting and Policies**

Review and revise hiring practices and policies:

Revise any benefits or pay practices that have changed.

Update onboarding practices.

If you are recalling only some workers that were laid off or furloughed, ensure your practices for determining which employees to recall are nondiscriminatory.

Review and revise leave policies:

Consider implementing PTO or vacation rollover policies and grace periods, and revise forfeiture policies so that employees do not lose accrued time off.

Consider implementing or revising bereavement leave policies.

Ensure that all employees have access to and understand leave policies that may apply to them.

Review and revise work-from-home policies as needed.

Review rehire and reinstatement provisions for your benefits policies (eligibility/waiting periods).

Distribute new or revised policies to all employees and require written acknowledgment of receipt.

**Health and Safety**

Ensure that you are familiar and compliant with any state or local leaves that allow employees time off for COVID-related reasons.

Consider implementing paid time off policies for vaccination and vaccination side effects.

If not already required by law or provided by company policy, consider implementing a paid sick leave program so that employees do not come to work while infectious.

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

Educate employees on how to reduce the spread of COVID-19 at home and at work. Refer to Centers for Disease Control and Prevention (CDC) [recommendations](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html).

For employees returning to a worksite, make sure they understand safety precautions and what is expected of them in the workplace.

Ensure that all symptomatic employees remain at home.

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

Promote social distancing in the workplace by encouraging employees to:

Remain at least six feet away from each other.

Email, message, call, or video conference rather than meet face to face.

Provide face masks for employees and customers in case they do not have their own.

Provide hand sanitizer, cleaning supplies, and no-touch disposal bins.

Use posters to encourage proper mask usage, social distancing, and hand hygiene.

**Best Practices**

Be aware of any local public health or other orders related to COVID-19.

Communicate frequently and as transparently as possible with employees:

Provide expected timelines for recalling and 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 cancelation challenges, financial stress, and other dependent care and support needs.

Offer flexibility where possible and adjust workloads to be reasonable.

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

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

Develop a plan to operate if absenteeism spikes:

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 employee concerns.

Communicate your appreciation and welcome employees back to work.