

Return to Work



Return to Work: Toolkit

Inside you'll find a comprehensive checklist of to-do's plus customizable letters you can send to your team.



INTRODUCTION:

After suddenly ramping things down and in many cases furloughing or laying off workers, many businesses across the country are now faced with an equally daunting task: opening back up.

From employee safety to compliance and regulations, there's a lot to think about. To help you manage your grand re-opening, we've put together this toolkit, starting with a **checklist** that gives a bird's eye view of the actions you'll need to take. Then we offer **three customizable letters** you can send to your team welcoming them back to a new normal that we're all adjusting to in real time. Paycor wishes you the best in bringing your business back and, as always, we're here to help with expert advice on people management, compliance and HR strategy.



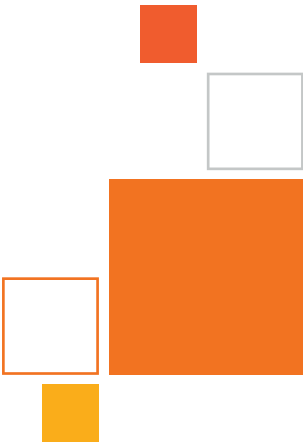
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Return to Work: Checklist

JOB STATUS & RATE OF PAY

- ☐ Determine the date for recalling furloughed employees or rehiring employees that were laid off under the CARES Act.
- ☐ If you employ union workers, review the rehire language presented in the collective bargaining agreement.
- ☐ Issue a letter of intent offering a return to work.
- ☐ Determine if recalled/rehired employee will return to the same position.

FEDERAL, STATE & LOCAL LAWS

- ☐ Review state and local laws to determine if:
 - ☐ A new direct deposit form must be created
 - ☐ Recalled/rehired employees should be drug tested
 - ☐ Prior paid sick leave accruals must be reinstated
 - ☐ Paid family leave contributions must be resumed
- ☐ Provide employee handbook and any other new hire forms for employee to review and acknowledge.
- ☐ Provide new W-4 form for employee to complete.
- ☐ Determine if employee needs an updated or new Form I-9.

BENEFITS AND RETIREMENT PLANS

- ☐ Consult benefits provider for guidance on offering benefits to any employee that elected COBRA.
- ☐ Review health benefits and company retirement plans to determine if any modifications are needed due to a break in service.

WORKING WITH VENDORS

- ☐ Prohibit nonessential vendors and deliveries from entering facility.
- ☐ Require deliveries to be dropped outside facility door, eliminating vendors from entering facility.

FACILITIES CLEANING & SANITIZING

- ☐ Create training to review new safety protocols and guidelines for employees.
- ☐ Provide employees with handouts documenting new guidelines and procedures.
- ☐ Make disinfectant wipes, sanitizer and cleaning supplies readily available throughout the facility.
- ☐ Ensure thorough cleaning of shared surfaces throughout the facility including break rooms, conference rooms and rest rooms at least once every 24 hours.
- ☐ Encourage employees to wear masks and gloves.
- ☐ Train employees on frequent hand washing, properly covering coughs and sneezes and refraining from touching their face.
- ☐ Post internal signage that can be used to alert or remind employees about guidelines and expectations and responsibilities.

SOCIAL DISTANCING

- ☐ Offer work-from-home options for all employees who can perform duties remotely.
- ☐ Stagger shifts and start times to maximize distancing
- ☐ Allow 30-minute buffers between shifts to prevent employees from direct contact during transition.
- ☐ Stagger breaks and lunch schedules.
- ☐ Offer lunch breaks in vehicles instead of shared cafeterias or break rooms.
- ☐ Conduct phone/email/virtual meetings instead of in-person meetings, even when at the office.
- ☐ Limit meetings to no more than 10 individuals, provided appropriate spacing is possible.
- ☐ Space out desks and work stations; construct temporary walls between workstations.

Return to Work: Checklist

EMPLOYEE HEALTH

- ☐ Conduct temperature or employee wellness checks at the start of shifts to ensure employee does not exhibit COVID-19 symptoms (fever >100.4 F, cough, shortness of breath/difficulty breathing).
- ☐ Create a master schedule for all employees that shows when people may come in contact with others; use this for contact tracing in the event of a confirmed or suspected COVID-19 exposure.
- ☐ Create a response plan for employees who report or demonstrate symptoms at work; have recently been at work and tested positive or have been in contact with confirmed COVID-19 case; or have not recently been at work but have tested positive or have been in contact with confirmed COVID-19 case.
- ☐ Ask employees about their health status before they return to work from a sick leave (even if they were out with a headache).
- ☐ Require certification by a health care professional of ability to safely return to work (particularly for those noted above).
- ☐ Offer a variety of leave options for employees who may have to miss work because of a COVID-19-related reason.

INTERACTING WITH CUSTOMERS

- ☐ Offer curbside delivery instead of instore pick up.
- ☐ Offer drive-through service only.
- ☐ Add plastic barriers/shields at registers.
- ☐ Ask customers to stay in their vehicles in parking lot while they wait.
- ☐ Offer call-ahead services for parts and service and lock door to walk-in customers.
- ☐ Limit the number of customers in the facility to ensure appropriate distancing, along with visual markers on floors for six-foot distancing, per CDC guidance.
- ☐ Post external signs on doors alerting visitors to restrictions on entry and movement in and around the facility as well as any applicable guidelines and expectations.

For more timely information and expert advice to help you navigate the COVID-19 public health emergency, visit [Paycor's Coronavirus Support Center](#).

Furlough Recall: Letter

Return to Work

How to Use this Letter:

In the sample letter, you'll see text set [within brackets]. Brackets indicate text that you can edit. You can make changes to the text on the following page and then delete the rest of the pages from the pdf.

Dear [Employee name],

I am pleased to notify you that [Company name] once again has work available and would like to recall you from furlough and offer you back [your previous position/the following position]. We would like you to resume work on [date].

This offer letter supersedes any previous offer letter or terms of employment. Should you accept this offer of recall, the terms of your employment will be as follows:

Job Title: [Job title]

Supervisor: [Supervisor name]

Responsibilities will include but not be limited to: [Responsibilities or see attached job description]

Monthly Salary or Hourly Wage: \$[amount]

Employment Classification: [Full-time/Part-time] and [Exempt/Nonexempt]

Employment is at-will, meaning you are not guaranteed employment for any period of time and either the Company or you can end the relationship at any time, with or without notice, and with or without cause.

Your seniority will not be affected by this brief furlough period, and your benefits will be restored without condition. Your previously accrued but unused paid time off and sick leave, if applicable, will also be available upon your return. The Company may modify job titles, pay, and benefits from time to time as it deems necessary.

We're committed to doing everything we can to maintain a safe and healthy workplace. [Spell out the safety methods the company has put in place (e.g., scheduled handwashing, frequent disinfection of surfaces, social distancing rules, reduced customer capacity, staggered shifts, or more extreme measures if warranted by your industry)]. We are relying heavily on CDC and local health department information in establishing safe working conditions and will continue to make our best efforts to keep the workplace safe.

To accept the position offered above and be recalled to work, please return a signed and dated copy of this letter by [due date]. If you are receiving this as a paper document, we have included two copies, so you have one for your records. If this letter is not signed and returned by that date, we will assume you are turning down this offer to return to work and your employment with the Company will be terminated.

You may contact me if you have any questions or concerns about our current safety procedures or your personal safety, or if you need any type of assistance to be able to return to work.

Sincerely,

[Company representative signature]

[Name]

Check one box below

I accept the terms of this recall letter and will return to work I decline recall and request termination of my employment
(If signing electronically, type your full name followed by "e-signed.")

Signature:

Name (print):

Date:

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.



[Date]
[Name]
[Street]
[City, State, ZIP]

Dear [Employee name],

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Sincerely,

[Company representative signature]

[Name]

Check one box below

☐ I accept the terms of this recall letter and will return to work

☐ I decline recall and request termination of my employment

(If signing electronically, type your full name followed by "e-signed.")

Signature:

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Welcome Back to Work: Letter

How to Use this Letter:

In the sample letter, you'll see text set [within brackets]. Brackets indicate text that you can edit. You can make changes to the text on the following page and then delete the rest of the pages from the pdf.

To [Company name] employees:

Welcome back to work!

You'll notice various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our "new normal."

Here are some things we are implementing to help keep our workplace safe and to support you:

- More frequent cleaning and sanitizing.
- Access to hand sanitizer throughout the workplace.
- Access to our employee assistance program (EAP) and other mental health resources (contact HR or [name and email of person to contact]).
- Staggered shifts so fewer people are on-site at one time.
- More frequent communications on our business, projections, new policies and requirements, your health and safety, and measures we are taking to support you and our community.
- New limits on the number of people allowed to gather in rooms, conference rooms, and communal areas at one time (no more than [x] people).

Here are some things we expect you to implement to help keep our workplace safe:

- Go home if you feel sick.
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet apart when moving through the workplace.
- You may, but are not required to, wear a face mask or cloth face covering in the workplace.
- Be considerate of your co-workers (remember, we're all in this together).
- Call, email, message, or video conference as much as possible rather than meet face to face.
- Be conscious and understanding of your co-workers who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues.
- Speak with your manager, HR, or [name and email of person to contact] if you have questions or concerns.

Thank you for your patience and cooperation, and welcome back to [Company name].

[Name and signature]

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- Speak with your manager, HR, or [name and email of person to contact] if you have questions or concerns.

Thank you for your patience and cooperation, and welcome back to [Company name].

[Name and signature]

Workplace Mask Policy: Letter

How to Use this Letter:

In the sample letter, you'll see text set [within brackets]. Brackets indicate text that you can edit. You can make changes to the text on the following page and then delete the rest of the pages from the pdf.

The health and safety of employees is our highest priority. All employees are now required to wear a mask or cloth face-covering that covers his or her mouth and nose at all times* while in the workplace. These will be issued to employees on [x/x/xx]. Depending on the risk status of your role, you will be offered either a N95 respirator mask or a simple cloth face-covering.

When you receive your mask, we'll also provide instructions on how to wear, clean and dispose of it. Should you require a replacement mask, or if you believe the risk status of your role has been categorized incorrectly, please contact [email].

Due to the current short supply of cotton masks, we encourage all employees who require a simple cloth face-covering to follow CDC guidance on creating your own cloth face-covering. For details on reimbursement for material costs, contact [email].

*Please note the following exceptions:

- Employees whose health or safety is put at risk by wearing a mask or cloth face-covering are not required to do so. If this applies to you, please contact HR [email].
- Employees who work on their own in an enclosed space (e.g., their own office) are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering at all other times.
- Employees who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the mask when they are done.

Please note: this policy is an addition to our previous communications regarding preventing the spread of COVID-19. All company advice on remote work and social distancing remain in place. Please continue to practice social distancing even when wearing a mask.

Thank you.

Workplace Mask Policy - 2020

The health and safety of employees is our highest priority. All employees are now required to wear a mask or cloth face-covering that covers his or her mouth and nose at all times* while in the workplace. These will be issued to employees on [x/x/xx]. Depending on the risk status of your role, you will be offered either a N95 respirator mask or a simple cloth face-covering.

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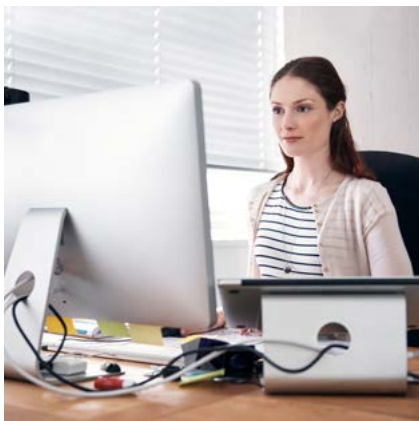
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Thank you.

What's Next

No one knows how or when the public health crisis will be resolved, but Paycor is here for you, every step of the way.

- **Paycor's COVID-19 Command Center** is a new breakthrough analytics solution that delivers real time insights for crisis management.
- **Paycor Can Help Your Business Today and Tomorrow.** See how our technology and expertise can help guide your business through this crisis and prepare to get back to growth in the future.
- **[Access All Our On Demand Webinars Here](#)**



About Us



Paycor creates HR software for leaders who want to make a difference. Our Human Capital Management (HCM) platform modernizes every aspect of people management, from the way you recruit, onboard and develop people, to the way you pay and retain them. But what really sets us apart is our focus on business leaders. For 30 years, we've been listening to and partnering with leaders, so we know what they need: HR technology that saves time, powerful analytics that provide actionable insights and dedicated support from HR experts. That's why more than 40,000 medium & small businesses trust Paycor to help them solve problems and achieve their goals.

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You want to make a difference. *So do we.™*