

In a continuing effort to provide resources necessary during the COVID-19 Pandemic, Affinity HR Group has developed the following sample policy. While it is not necessary that employers have a policy for this purpose, some are requesting this guidance.

Please use the following policy as a guideline, recognizing that each employer's situation will be unique and is dependent on their industry, ability to work remotely, and the state of COVID-19 infections in their local communities. This policy is not intended to be all encompassing and should be revisited as the pandemic progresses.

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## Returning to Work During COVID-19 Pandemic

Welcome back to [COMPANY NAME]! We are so excited to be reopening and to see our employees again after being closed due to COVID-19 restrictions. As we reopen for business, we want to ensure employees are aware of new procedures and policies that are in place until further notice.

### Health & Safety During COVID-19

**If you feel sick, notify [MANAGEMENT / HR / PRESIDENT] immediately, especially if you have any of the COVID-19 symptoms:**

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 degrees F or higher)
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

If you are at home, call in as soon as possible. If you are at work, notify management and then prepare to leave the workplace immediately. Either way, keep us informed of your status each day and notify us if you test positive or your doctor starts treating you for COVID-19.

**Testing and Taking Temperatures:** The [COMPANY / AGENCY / ASSOCIATION] reserves the right to take employees' temperatures and/or administer reliable COVID-19 tests to all employees as deemed necessary and as allowed by law. These procedures will be applied consistently to all employees within the company or department of concern.

**Time Off:** We understand that, after returning to work, employees may need to take time off for personal reasons.

- **Families First Coronavirus Response Act (FFCRA):** If the reason for leave is due to the impacts of coronavirus including their own illness, official quarantine or isolation orders, caring for someone who is ill, or child care needs due to schools or child care providers being unavailable, employees will be eligible to take any available but unused paid time off provided under the FFCRA. Employees will need to submit the [COMPANY / AGENCY / ASSOCIATION]'s FFCRA Time Off Request form to [MANAGEMENT / HR / PRESIDENT]. If no FFCRA time is available, the employee may use their available sick, vacation, and/or PTO for this time off.
- **Non-FFCRA:** If the reason for time off is not covered by FFCRA, employees must submit their time off request using the [COMPANY / AGENCY / ASSOCIATION]'s normal procedures for approval. Unless it is an emergency, time off cannot be taken unless requested in advance and until approved by [MANAGEMENT / HR / PRESIDENT].
- **Return to Work:** Any employee needing time off due to illness or injury must provide a doctor's Release to Work before returning.
- **Unpaid Leave or Voluntary Resignation:** Employees whose time off does not meet FFCRA criteria or who do not report to work as scheduled without prior approval will be considered to have voluntarily resigned their position. This includes employees who choose to stay home with their children if child care is available or those who are self-quarantining without orders from a doctor or public health official.

**Reduce the Spread of Germs:** To maintain a healthy work environment, follow the CDC guidelines to reduce the spread of COVID-19 and other germs:

- Wash your hands using soap and water for 20 seconds. Wash them often, especially after touching any common surfaces.
- Use hand sanitizer when hand washing is not an option or in addition to hand washing. [Optional: The [COMPANY / AGENCY / ASSOCIATION] will provide hand sanitizer for employees to use.]
- Cover your nose and mouth with a face covering when working around other employees, customers, or vendors. While a mask is preferred, any cloth covering is acceptable. Masks are not required when you work alone in an office or farther than 10' from another person. [Optional: The [COMPANY / AGENCY / ASSOCIATION] will provide face masks for employees to use.]
- Use a tissue to cover your nose and mouth when coughing or sneezing. Promptly throw the tissue in a trash can and wash your hands.
- Clean your area and any surfaces you touch regularly. Use approved cleaning supplies or products to wipe down your desk, phone, chair, computer, etc. before and after every shift.

- Wipe down any surfaces you touch during the day such as door handles and faucets. [Optional: The [COMPANY / AGENCY / ASSOCIATION] will provide cleaning products for employees to use.]

**Social Distancing:** In accordance with CDC guidelines, all employees must practice social distancing. Please stay at least 6' apart whenever possible. Do not gather in groups (and never in groups of more than 10 people). If you must work as a group, sit 6' apart and keep the door open.

Social distancing also means that the workplace may look different with desks rearranged, break rooms closed, coffee machines and water fountains closed / removed, and doors remaining open. Whatever changes have been made are required to be maintained. Do not move changes or use areas without approval from [MANAGEMENT / HR / PRESIDENT].

## General notes

- All other [COMPANY / AGENCY / ASSOCIATION] policies are in place, including Employment-At-Will, Attendance & Punctuality, Time-Keeping, PTO, Confidentiality, Personal Appearance, and Prevention of Harassment / Sexual Harassment / Discrimination.
- All employees are expected to work their regular schedule or the schedule discussed upon re opening.
- All employees are expected to complete their regular job duties as well as other duties as needed, such as regular cleaning.
- Employees must return all [COMPANY / AGENCY / ASSOCIATION] property that was taken home prior to the closure. This includes laptops, printers, webcams, files, reference material, etc. and all copies thereof. No confidential information can be kept outside of the workplace unless part of the [COMPANY / AGENCY / ASSOCIATION]'s normal procedures.
- Unless otherwise dictated by law, employees [WILL / WILL NOT] be credited the [HOURS / DAYS] they would have worked if the [COMPANY / AGENCY / ASSOCIATION] had been open. This time will be considered toward their seniority for purposes such as performance and pay reviews as well as benefits such as paid time off and insurance.
- This list is not all-inclusive and the [COMPANY / AGENCY / ASSOCIATION] reserves the right to amend or revise as needed.

Employees who do not follow all [COMPANY / AGENCY / ASSOCIATION] policies including ones temporarily in place due to COVID-19 will face disciplinary action, up to and including termination. Employees who refuse to work for unprotected reasons will be considered to have abandoned their job, thereby voluntarily resigning.

Any employee with questions or concerns should contact [MANAGEMENT / HR / PRESIDENT] as soon as possible.