Preparing for Employees to Return to the Workplace

April 28, 2020
Recalling Employees

1. Determine who (and when) to bring back
   - Those with the greatest risk of COVID-19
   - Cherry picking employees to rehire
   - Operational needs, skill sets, past (documented) performance

2. Document your decision-making process

3. Stay Flexible – Guidelines will be fluid
Protect Your Employees

1. Communicate your expectations
   • Share what you are doing to keep your employees and the workplace safe
   • Inform employees what you need from them to keep the workplace safe

2. Provide training
   • How to prevent the spread of coronavirus (safety measures) in the workplace
   • Pandemic-related harassment prevention
   • Require employees to sign a training acknowledgment
Discuss Modified Workplace Policies / Practices

- Social distancing in the workplace
- Employee testing and monitoring for COVID-19
- Internal protocols for:
  - Employees who exhibit COVID-19 symptoms
  - Employees who test positive for COVID-19
  - Employees who have close contact with an individual who tested positive
  - Confidentiality and privacy concerns
What to do When Employees are Scared to Return to Work

Have a conversation and actively listen to the employee’s concerns
  • What are their specific concerns?
  • Are they reasonable?

If that doesn’t work, tread lightly – employees have many legal protections
  • Put hesitant employees on a leave (vs. termination)

Employees can refuse to work if:
  • They have a specific fear of infection that is based on fact
  • The employer can’t address their fear in a manner to ensure a safe working environment
Now is the Time to Get your Ducks in a Row

• Develop a plan to recall employees
• Communicate expectations to employees
• Promote social distancing in workplaces
• Stagger work schedules
• Provide training for employees
• Modify relevant policies and procedures
Questions? Contact HR4VR

Sue Jones
Owner
541.248.2940
Sue@HR4VR.com
HR4VR.com