



TEN KEYS TO A SUCCESSFUL RE-OPENING AND RETURN TO WORK FROM COVID-19

1. Document a return to work/business reopening plan with new policies and procedures to minimize infection.
2. Designate one person at each location to coordinate Covid-19 issues.
3. Be neutral and non-discriminatory in who you're bringing back to work, and their hours/work conditions.
4. Send a letter to each furloughed employee outlining the key changes in workplace conditions and their job responsibilities, including the use of PPEs.
5. Let employees make the decision as to whether they are willing to return to work, and memorialize their decision (understanding that ultimately they'll need to resign if they cannot).
6. If employees express concerns about pre-existing health conditions that they believe increase their risk of infection, have an interactive dialogue with them about whether those concerns can reasonably be accommodated by the business and their job.
7. Post key policies at your business that are visible to both employees and customers, on the steps you're taking to encourage social distancing and minimize infection risk.
8. If there is a report of actual infection at your business, alert your employees and temporarily close down to disinfect and sanitize.
9. Consider mandatory employee testing by third-parties prior to reopening, and intermittently thereafter.
10. Be prepared to fully document these steps to your employment practices liability insurer, knowing that they will limit go-forward coverage for Covid-19 losses for those that seem exposed to employee claims.