Use this discussion guide to ensure that all employees are aware of and understand crucial components of ABC Company’s post-coronavirus Return to Work Action Plan.

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| **Return to Work Timeline** | |
| **Topic** | **Comments/Questions** |
| Return to work phases |  |
| Corporate cleaning prior to reopening |  |
| Whether the employee will be permitted back in the office under Phase One or Phase Two |  |
| New administrative workplace protocols to preserve safety (e.g., virtual, office modification and staggered schedules) |  |
| Work-from-home expectations |  |
| Business-related travel expectations |  |
| Personal travel expectations |  |

| **Workplace Protocols** | |
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| **Topic** | **Comments/Questions** |
| **Employee screening protocols**:   * Reasoning behind screening * Nondiscriminatory screening process * Confidential storage of screening results * Process to be followed if screening reveals an employee is exhibiting COVID-19 symptoms |  |
| **COVID-19 exposure or confirmed illness protocols:**   * Process for reporting exposure * Process for reporting confirmed illness * Self-quarantining expectations * Considerations to be satisfied before an employee who had COVID-19 can return to work * Reporting transparency expectations |  |
| **Social distancing protocols:**   * Explanation of social distancing * Guidelines for social distancing * Measures ABC Company is taking to ensure employees can practice social distancing |  |

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| **Workplace Protocols** | |
| **Topic** | **Comments/Questions** |
| **General employee health and safety protocols:**   * Employee hygiene expectations (e.g., frequent hand-washing, covering coughs and sneezes, and avoiding touching face) * Measures taken by ABC Company to provide ample cleaning supplies and keep the office clean * Expectations for wearing CDC-compliant face coverings at work * Cleaning and disinfecting expectations for employees * Other office procedures:   + Delivery procedures   + No-visitor policy   + Vending and catering services * Employee mental health services |  |

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| **Individual Requests** | |
| **Topic** | **Comments/Questions** |
| **Employee concerns** |  |

For additional information, please refer to ABC Company’s Return to Work Action Plan.