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
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| **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
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| **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.