

RETURN TO THE WORKPLACE CHECKLIST

POLICIES AND PROCEDURES

Identify and document the organization's primary objectives for a "successful" return to the workplace.

Update policies and procedures, as needed:

- For clarity
- To be consistent with CDC and other medical recommended guidelines for safe return to work
- To reflect changes to processes that have occurred

Conduct a gap analysis to identify areas that need further attention and/or development prior to return to the workplace.

EMPLOYEE ENGAGEMENT & COMMUNICATION

Develop a bi-directional communication plan to provide timely information to employees as well as solicit feedback from them.

Identify or establish training and/or other resources to educate employees on the return to the workplace plan and protocols.

MENTAL HEALTH

Clearly identify and communicate where employees who are emotionally struggling with return to the workplace can go for support.

Establish and communicate a plan or process for leaders and managers to check in with employees returning to the workplace as a means for proactive support and as a method to identify those who may be emotionally struggling.

Identify behavioral health support resources to mobilize as needed (e.g., self-help or self-guided resources, psychoeducational materials, expert consultants, formal treatment service options, etc.).

SAFETY

Establish a reporting structure whereby employees can identify behaviors of concern, threats, and organizational risks in a safe and confidential manner.

Ensure you have sufficiently identified and addressed safety and security concerns of employees as they return to the workplace?