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?