

# BACK TO WORK PLAYBOOK

## RETURN WITH CONFIDENCE

- Face Covering Requirement** In Nevada, all employees are required to wear face coverings whenever other people are present, meaning fully covering the mouth and nose which can be done through masks, bandanas, etc. If an employee is non compliant, they may be subject to disciplinary action unless the employee has a health condition. In this case, the employee should consult with management and HR to discuss an accommodation or alternative facial protection instead of a mask. We also recommend companies establish written guidelines and/or policy.
- Varying start times** Request that employees come to work at varying start times. This will reduce crowding in hallways, elevators, and break rooms.
- Physical Distancing** The workplace needs to be rearranged to allow employees to work at least 6 feet away from other people. Consider using plexiglass sneeze guards for high traffic areas.
- Staggered Reentry** Employees who need to return to the worksite should return in small groupings. Employees who are able to work remotely should continue to work remotely for the foreseeable future.
- Cleaning and Disinfection Procedures** Thorough cleaning and disinfection regimens need to be in place for the foreseeable future. Post reminders about the importance of frequent hand-washing and the use of personal protective equipment. Place hand sanitizer in restrooms and throughout the workplace.
- COVID-19 Testing** It is important to ensure that the tests are accurate and understand the potential for false positives and false negatives. Employees who test negative one day could be positive the next, so ongoing testing is recommended to effectively monitor potential virus infection.
- Temperature Tests** You are allowed to take employees' temperatures before they enter the workplace using "no-touch" infrared thermometers. It is important to understand that elevated temperature is only one symptom of COVID-19 and is not definitive. The Centers for Disease Control and Prevention considers a reading of 100.4 degrees Fahrenheit a fever.
- Symptom Screening** Consider using a health questionnaire that asks about symptoms identified by the CDC, such as fever, chills, cough, shortness of breath, recent loss of taste or smell, headaches, muscle pain, or sore throat when they enter the workplace.
- Workplace Exposure** It is recommended you inform employees of exposure to COVID-19. Employers should keep medical information and identity of the infected employee confidential and should only share information about when the employee was potentially exposed. Exposed employees may need time off to self-quarantine depending on state and CDC recommendations.
- Be prepared to address concerns of employees who are afraid to return to work** Discuss workplace precautions that are in place and consider allowing them to work from home, if possible.
- Update Employee Handbook** Review leave and sick leave policies to ensure compliance with any new state law mandates resulting from the pandemic. Modify policies if necessary.
- COVID-19 Positive Employee** If an employee has a confirmed case of COVID-19 that is considered work-related, an employer would need to report the case to OSHA if it results in a fatality or in-patient hospitalization of one or more employees.
- Signage** It is recommended to place signage throughout the workplace informing employees, customers, and vendors of the workplace's physical distancing guidelines. Be sure to include hand-sanitizing stations and other guidelines for meeting space and restrictions for congregating.
- COVID-19 Antibody Test** Positive results on an antibody test does not mean a current infection. The employee can continue with work, but they still must take steps to protect themselves and others.
- Customers, Vendors, and Outside Guests** Develop internal guidelines for vendors and guests to ensure that the building capacity is being adhered to when they arrive at the location. Look into providing masks for your guests and vendors.
- HIPAA Compliance** If an employee tests positive for COVID-19, it is considered Personal Health Information (PHI) under HIPAA.
- Meet with Consult HR Partners** Review your reopening strategy and policies with Consult HR Partners to ensure they meet state mandates and federal recommendations to prevent the spread of COVID-19.

**Additional Resources:** EEOC, [eoc.gov/coronavirus](https://eoc.gov/coronavirus); DOL FFCRA [dol.gov/agencies/whd/pandemic/ffcra-questions](https://dol.gov/agencies/whd/pandemic/ffcra-questions)

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