**Return to Work Policy Template**

*Each workplace is different. This document is not intended to be used in its entirety, but instead consists of components that firms can select and modify as they tailor their own policy.*

1. Responsibilities

[FIRM NAME] has designated [TITLE] [NAME] as the person responsible for administering the return-to-work policy, communicating changes, and ensuring the smooth and safe return to work.

1. Basic Infectious Disease Prevention and Control Measures

To control the spread of infectious diseases such as COVID-19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected routinely. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911).

The Firm will ensure that adequate disinfection products are on hand, safety data sheets are obtained and retained, and employees using the products are aware of any PPE required for use.

Additionally:

* Large gatherings must be avoided or minimized whenever possible; staff meetings will be postponed, cancelled or held remotely;
* Employees are encouraged to maintain physical distance even when on break or socializing, as well as before and after working hours;
* Employee work stations should be greater than six feet apart;
* The Firm will modify interactions with the general public to allow for additional physical space between parties (such as reception desk and conference room spaces);
* The Firm will take efforts to reduce congestion in common spaces wherever practicable by, for example, closing common areas within kitchens, requiring individuals to sit at least six feet from one another, placing markings on the floor to allow social distancing while standing in line, and reducing cash payments at any location collecting payments of any kind.
* If necessary, the Firm will install temporary physical barriers between workstations.
* The Firm will create protocols for minimizing personal contact upon delivery of materials to the facility.
* The Firm will adopt protocols to limit the sharing of tools and equipment to the maximum extent possible.
* The Firm provides hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees. This includes sinks provided in the main hallway designed for any visitors. Security will notify visitors of the need to wash when any necessary visitors are checked into the facility. Sanitizer stations are also located throughout the facility.
* The Firm will discontinue any use of hand dryers.
* The Firm will ensure that air-handling systems are maintained in accordance with the manufacturer’s instructions; and comply with minimum ANSI/ASHRAE Standards 62.1 and 62.2, which are the recognized standards for ventilation system design and acceptable indoor air quality (unless industry requirements mandate more stringent requirements, depending on the location within the facility).
* The Firm requires individuals who are not fully vaccinated to wear a face covering: (1) indoors whenever they are closer than six feet with another person; (2) indoors in common areas such as hallways, restrooms, break rooms, kitchens, etc.; and (3) in any other place required by state or local law.

***Note regarding fully vaccinated individuals:*** Consistent with the CDC guidelines, fully vaccinated employees are not required to practice social distancing and are not required to wear face coverings. The Firm follows these CDC guidelines, unless required by other applicable state or local law. If you have questions about whether your state or local law has different rules for fully vaccinated individuals, please contact [TITLE].

1. Isolation from Work

The following employees should **not** report to work and, upon notification to the Firm will be removed from the regular work schedule until the return-to-work protocol has been satisfied:

* Employees who have been diagnosed with COVID-19;
* Employees who display [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-care-quick-reference.html), such as fever, chills, cough, shortness of breath, fatigue, muscle aches, headache, loss of taste or smell, sore throat, nasal congestion or rhinorrhea, vomiting or diarrhea, and skin rashes, whether or not accompanied by a formal COVID-19 diagnosis;
* Employees who are not fully vaccinated and who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis;
* Employees who are not fully vaccinated and who, in the last 14 days, have had close contact with and/or live with any person displaying [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-care-quick-reference.html);
* Employees who are fully vaccinated if they: (1) exhibit [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-care-quick-reference.html); and (2) have had close contact and/or live with someone with [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-care-quick-reference.html) or who has a COVID-19 diagnosis.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

The benefits to which an employee is eligible while isolated, including the availability of any paid leave, depends on various circumstances including Firm policy and state and local law. For information regarding the Firm’s leave policies, see [INSERT LOCATION]. For additional information contact [TITLE] [NAME] [CONTACT INFORMATION].

1. Reporting Procedure

Any employee who meets the criteria for isolating from work (described above) must promptly notify the Firm by contacting [TITLE] [NAME] [CONTACT INFORMATION].

If an employee reports that they have received a positive COVID-19 test, the Firm will notify:

* Other employees who may have been exposed within the 72 hours before the employee submitted the COVID-19 test sample (maintaining confidentiality of the identity of the person who tested positive and anyone exposed);
* Other employers whose employees were present at the work site during the same time period (maintaining confidentiality of the identity of the person who tested positive and anyone exposed);
* Any third-party building/facility owner (maintaining confidentiality of the identity of the person who tested positive and anyone exposed);
* Any state or local health authority or other government agency to the extent required by applicable law.

Areas in the facility where known or suspected to be infected employees or other persons accessed or worked will be cleaned and disinfected prior to allowing other employees access to the areas. Where feasible, a period of 24 hours will be observed prior to cleaning and disinfecting.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee’s personnel documentation.

1. Return to Work

Any employee who is required to isolate under this policy may return to work in accordance with CDC guidelines. Although those guidelines may change, they generally provide the following:

**For people with COVID-19 with symptoms:** Such employees may return to work under the following conditions:

* At least 10 days have passed since symptom onset; and
* At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
* Other symptoms have improved.

**For people with COVID-19 who never develop symptoms:** Such employees may return to work 10 days after the date of their first positive COVID-19 test.

**For a person not fully vaccinated who is exposed to COVID:** Such employee may return to work 14 days after exposure, assuming no symptoms develop.

1. Travel
* If you travel in the United States, you do not need to get tested before or after travel or self-quarantine after travel.
* If you travel outside the United States:
	+ You need to pay close attention to the situation at your international destination before traveling outside the United States.
	+ You do not need to get tested before leaving the United States unless your destination requires it.
	+ You still need to show a negative test result or documentation of recovery from COVID-19 before boarding an international flight to the United States.
	+ You should still get tested 3-5 days after international travel.
	+ You do not need to self-quarantine after arriving in the United States.
* For all travel, you are expected to familiarize yourself with, and follow, the COVID safety regulations for airports, airplanes, and public transportation such as ride-share services.
1. Vaccines

The Firm strongly encourages all employees to receive the COVID-19 vaccine. For information on how to obtain the vaccine in your area, visit vaccines.gov. The COVID-19 vaccine is provided free of charge.

1. Accommodations

Any employee who requires any accommodation to this policy or any other Firm policy, on account of a disability, sincerely held religious belief, or other legal basis, should promptly contact [TITLE] [NAME] [CONTACT INFORMATION].