# Returning Staff to Work Checklist

### Before Inviting Staff Back to Work:

* Plan out new safety procedures for the practice
* Review and update policies in employee handbook
* Evaluate Staffing and Scheduling needs
* Create plan for high risk employees
* Create materials to share with employees via email or letter
	+ Re-hire letter
	+ Safety Memo
	+ Policy Change Memo (if applicable)
* Create schedule for first week including:
	+ Training
	+ Re-open tasks
	+ Cleaning
* Order PPE and Cleaning Supplies
* Create Protocol for Employee Exposure following Department of Public Health’s procedures
* Check with benefits provider(s) about re-hire tools/paperwork

### When Staff has Returned to the Practice:

* Notify Department of Labor of any employee refusing to return to work
* Hold staff meeting(s) to share new policies and procedures
* Offer Training for the 1st 1-2 days back in office
* Complete important tasks before patient care begins
* Reach out to patients to inform them when you are opening

### When Patients have Returned:

* Weekly Review of:
	+ Staff scheduling needs
	+ Employees’ engagement
	+ Safety Protocols
	+ Cleaning Supplies and PPE inventory