# 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