

SAMPLE RETURN TO WORK POLICY (BASIC)*

BEFORE RETURNING TO THE OFFICE

1. Do not return to work if you have tested positive for COVID-19 or been in close contact with anyone who has been diagnosed with COVID-19 (per the CDC guidelines for “close contact”). Alert your supervisor or Human Resources (HR) immediately so that appropriate protocols may be followed.

AFTER RETURNING TO THE OFFICE

2. If, in the days after returning to work, you experience symptoms of COVID-19, subsequently test positive or come in close contact to someone who has been diagnosed with the virus, do not come into the office. Alert your supervisor or Human Resources (HR) immediately so that appropriate protocols may be followed.
3. If you experience COVID-19 symptoms while at the office, leave the office immediately while respecting social distancing guidelines and avoiding any further contamination to the offices or equipment. Alert your supervisor or Human Resources (HR) immediately so that appropriate protocols may be followed.

VISITORS AND MEETINGS

4. No visitors are permitted in the office space until further notice, except in special circumstances (e.g., mail delivery, service of process, etc.) as determined by HR.
5. Internal meetings of more than three people shall be kept to an absolute minimum and should not take place in individual offices.
6. Social distancing shall be practiced during internal, in-person meetings in conference rooms, with a minimum of 6 feet between people (per CDC guidance).

COMMON AREAS

7. The kitchen will be closed for seating. Employees are encouraged to eat lunch in their offices. Avoid multiple people in the kitchen at one time, and always be respectful of social

distancing (wait your turn). Similarly, social distancing is encouraged in bathrooms and elevators where possible. Do not enter those areas if such distance cannot be maintained.

8. Employees should wash their hands frequently during the days in the office and use the available hand sanitizers when moving throughout the office.

MASS TRANSIT REIMBURSEMENT

9. For the month following a return to the office, employees who normally commute using mass transit may drive and park or take an Uber or similarly priced private mode of transportation, and company will provide reimbursement. We will revisit the issue of mass transit reimbursement depending on public health guidelines.

BUSINESS TRAVEL

10. All non-essential business travel (domestic and foreign) is prohibited, until further notice. Essential business travel shall be considered on a case by case basis.

PERSONAL TRAVEL

11. Employees engaged in personal travel during this time are requested to notify their supervisor or HR, so that re-entry of such persons into the office can be managed in accordance with strict protocols.

**DISCLAIMER: This Sample Return to Work Policy is for informational purposes only to provide PCPC members guidance on reducing employees' risk of exposure to SARS-CoV-2 ("COVID-19") in the workplace based on federal, state, and local guidelines. Please note, because government requirements are constantly changing, employers should monitor developments and consult with private counsel for advice based on their specific circumstances.*