

# Human Resource Services

## Reopening Considerations During COVID-19

As companies begin to ramp up operations and bring staff back to work, here are some management suggestions for your consideration:

### Guidelines and Regulations.

- When reopening, you will most likely have to comply with guidelines and regulations set forth by the government and CDC.
- Some guidelines we anticipate being enforced include a phased approach to bringing staff back to work, social distancing, and required Personal Protective Equipment (PPE). Consider whether you will supply any required PPE (which may include masks and gloves) for your employees.
- Try to limit international travel and follow guidelines to self-quarantine following travel.
- If remote work is possible, employees should continue working remotely.
- Remember to continue following the Families First Coronavirus Response Act regulations which include paid sick leave and extended FMLA for qualifying reasons relating to the COVID-19 pandemic.

### Bringing Staff Back to Work.

- You will need to decide on a phased approach to bringing your staff back.
- High Risk individuals should be the last to return to your company's physical location. For documentation purposes, you may want to require a doctor's note from these employees.
- When bringing staff back from layoff, you will need to decide how to approach who comes back first. Will you focus on seniority, performance-based, position-based, etc.?
- When recalling an employee who was laid off, make sure to not only make a verbal offer of recall but also a written recall letter that states, if they fail to return to work on the date and time you specified, it will be considered job abandonment which is a voluntary termination. If you recall employees and they refuse to come back, they will be jeopardizing their unemployment benefits.

### Policies.

- Now is a good time to take a look at your Employee Handbook! When chaos erupted with COVID-19, many companies were confused about what to do because they didn't have written layoff, leave of absence, or continuation of benefits policies in place. Now is the time to take a look at those policies and make updates as needed. Everyone should be preparing as if there might be another outbreak of COVID-19 in the future.

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