# Materials to Accompany Constangy's Return to Work Video

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# QUESTION ONE:
## Should employers develop written policies and training protocols as employees return to the office?

- Reviewing any existing policies that were changed formally or in practice as a result of COVID-19, such as remote work policies, and revising as needed.

- If the employer is covered by the Families First Coronavirus Response Act, revising sick leave and FMLA policies to address the Emergency Paid Sick Leave Act and the Emergency FMLA Expansion Act.

- Adopting policies on reporting COVID-19 exposures or symptoms.

- If applicable, drafting policies on temperature checks or COVID-19 testing.

- Amending any policies related to workplace cleaning or other sanitation issues.

- Addressing any safety-related concerns that employees may have, including identifying the appropriate company officials with whom to raise such concerns.

- Providing written guidance on best practices for hygiene and social distancing, and stating the employer's expectations in this regard.

- Reviewing policies such as attendance, working hours, timekeeping, paid time off, and travel, and revising as necessary.

- Creating FAQs for managers and front line supervisors on how to respond to COVID-19-related issues and questions that they may encounter.

- Assessing whether the Company should create protocols regarding vendors, visitors, or other non-employees who may be present at the worksite.