

# COVID-19 Return To Work Sample

Inside this packet you will find:

- 1** Sample Memo to employees
- 2** 10+ Workplace Posters



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**SNYDERMAN LAW GROUP**  
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Dear employees,

We hope you have remained healthy during this unprecedented time and we are eager to welcome you back to the office on **month/day**. As you know, COVID-19 will drastically change the way we physically work together at **[COMPANY NAME]** and before your return, we would like to make you aware of the precautionary actions we have taken, as well as our plans on working in the office together post-COVID-19.

**Your Safety and Wellbeing Is Our Top Priority:**

Before entering the building, we will be taking each employee's temperature and we encourage our employees to self-monitor and assess your health daily. We all know how quickly this virus can spread, so employees who are experiencing symptoms or have a sick family member should immediately notify their supervisor and refrain from coming in to the office.

We have professionally and thoroughly cleaned each individual workspace and common spaces while you have been out of the office. We will continue to sanitize and clean your offices **[frequency, i.e. weekly, biweekly, etc.]**, but would appreciate if you could sanitize your workstation before leaving each work day. Additionally, we have placed sanitation reminder posters throughout the workspace to keep it at the forefront of your minds.

**Work Collaboration Post COVID-19:**

We realize after months of working from home, you might be eager to have more face-to-face time with coworkers, and we want to see your collaboration! But we need to follow social distancing guidelines. This means:

- Informing your supervisor of your workspace distance; if you are not 6-feet apart from your next co-worker, your supervisor will plan to adjust your workspace immediately.

- Take advantage of using our internal chat tool **[name of chat tool here, i.e. skype, Microsoft teams]**, telephone, and email more. If you must leave your workspace or cubicle to speak with another employee, please wear a mask when you leave your workspace until you return. [OPTIONAL: We will provide you with masks that must be worn in the office.] OR If you do not already have a mask here < <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>> are ways to make a cloth covering with and without a sewing machine.

- Limiting in person meetings to 10 or less. If the conference space allows, please sit people at least two chair lengths apart. Additionally, the person who oversees the meeting is also in charge of sanitizing the chairs, conference table, and equipment at the end of the meeting.

- If your meeting requires 10 or more people, you must move your meeting to be virtual. Please provide the **[teleconferencing platform name]** link in the calendar invite.

As always, please feel free to reach out to your direct supervisor or human resources department if you have any questions regarding this communication or concerns about returning to the workplace. We are looking forward to getting back to business and adjusting to our new normal. We will remain attentive to any news, changes, or updates involving covid-19 and workplace policies and will communicate with

you frequently. We want all of you to feel safe, be informed and have the most recent information regarding best practices. If anyone has any suggestions on how to minimize risk and make the workplace a safer environment for everyone, do not hesitate to reach out to [Name] at [Email/Phone number] in the human resources department.

The key to working safely in the era of COVID-19 is to slow the spread as much as possible. We look forward to your return!

Thank you!

Business owner name

Business owner signature

## POSTERS

We encourage you to distribute the posters below to your employees, electronically before reopening your workplace. The posters should also be made available in your physical offices upon reopening. The direct links to the posters can be found below and the PDFs to each are also in this document on the pages to follow.

[Social Distancing Guidelines at Work](#)

[Stop the Spread of Germs at Work](#)

[Protect Other from Getting Sick](#)

[Coping with Stress During the 2019-NCov Outbreak](#)

[Practice Food Safety](#)

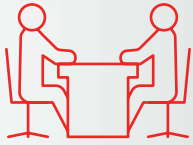
[Coronavirus Sanitation Prevention](#)

# SOCIAL DISTANCING GUIDELINES AT WORK



1

Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.



2

Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.



3

Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.



4

Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.



5

Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).



6

Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.



7

Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.

# STOP THE SPREAD OF GERMS AT WORK



- **COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.**

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

- **CLEAN YOUR HANDS OFTEN.**

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



- **CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.**

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

- **AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.**

Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



- **STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.**

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.



# Protect others from getting sick



**Avoid close contact** when you are experiencing cough and fever

**Avoid spitting in public**



If you have fever, cough and difficulty breathing **seek medical care early** and share previous travel history with your health care provider



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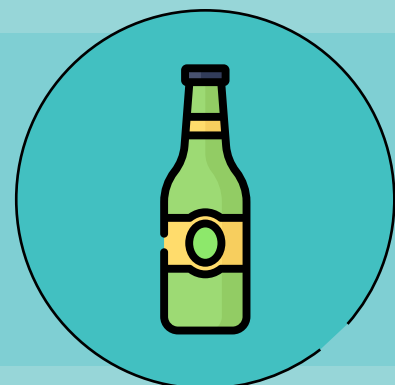
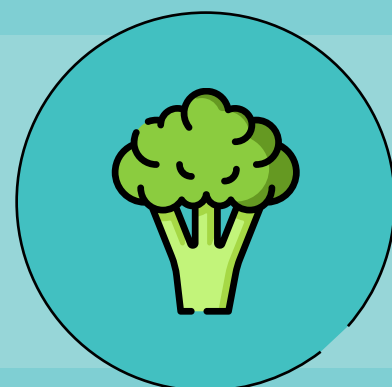
# Coping with stress during the 2019-nCoV outbreak



It is normal to feel sad, stressed, confused, scared or angry during a crisis.

Talking to people you trust can help. Contact your friends and family.

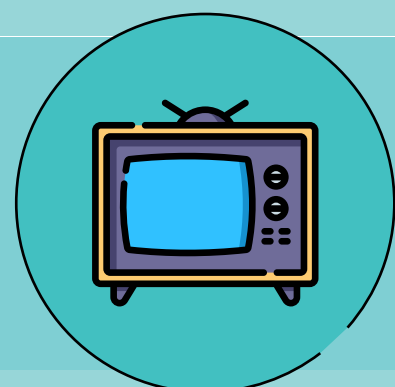
If you must stay at home, maintain a healthy lifestyle - including proper diet, sleep, exercise and social contacts with loved ones at home and by email and phone with other family and friends.



Don't use smoking, alcohol or other drugs to deal with your emotions.

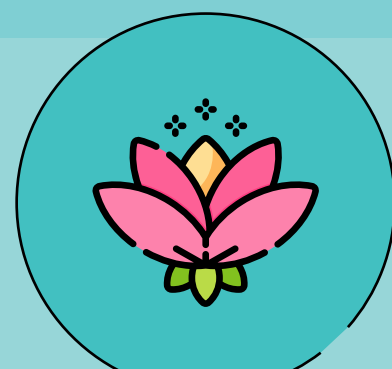
If you feel overwhelmed, talk to a health worker or counsellor. Have a plan, where to go to and how to seek help for physical and mental health needs if required.

Get the facts. Gather information that will help you accurately determine your risk so that you can take reasonable precautions. Find a credible source you can trust such as WHO website or, a local or state public health agency.



Limit worry and agitation by lessening the time you and your family spend watching or listening to media coverage that you perceive as upsetting.

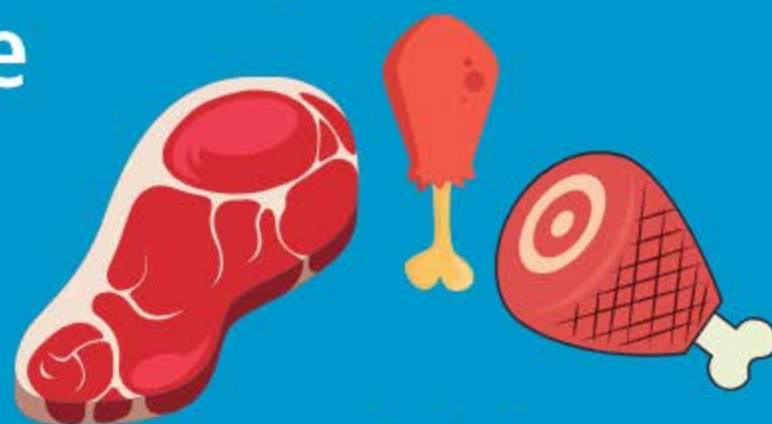
Draw on skills you have used in the past that have helped you to manage previous life's adversities and use those skills to help you manage your emotions during the challenging time of this outbreak.





# Practise food safety

Even in **areas**  
**experiencing outbreaks**,  
meat products can be  
safely consumed if these  
items are **cooked**  
**thoroughly and**  
**properly handled** during  
food preparation.



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How to help prevent the spread of coronavirus:

# Practice Appropriate Hygiene

Cover your mouth and nose with either your bent elbow or a tissue when you cough or sneeze. If you use a tissue, immediately throw it away in a lined trash can.

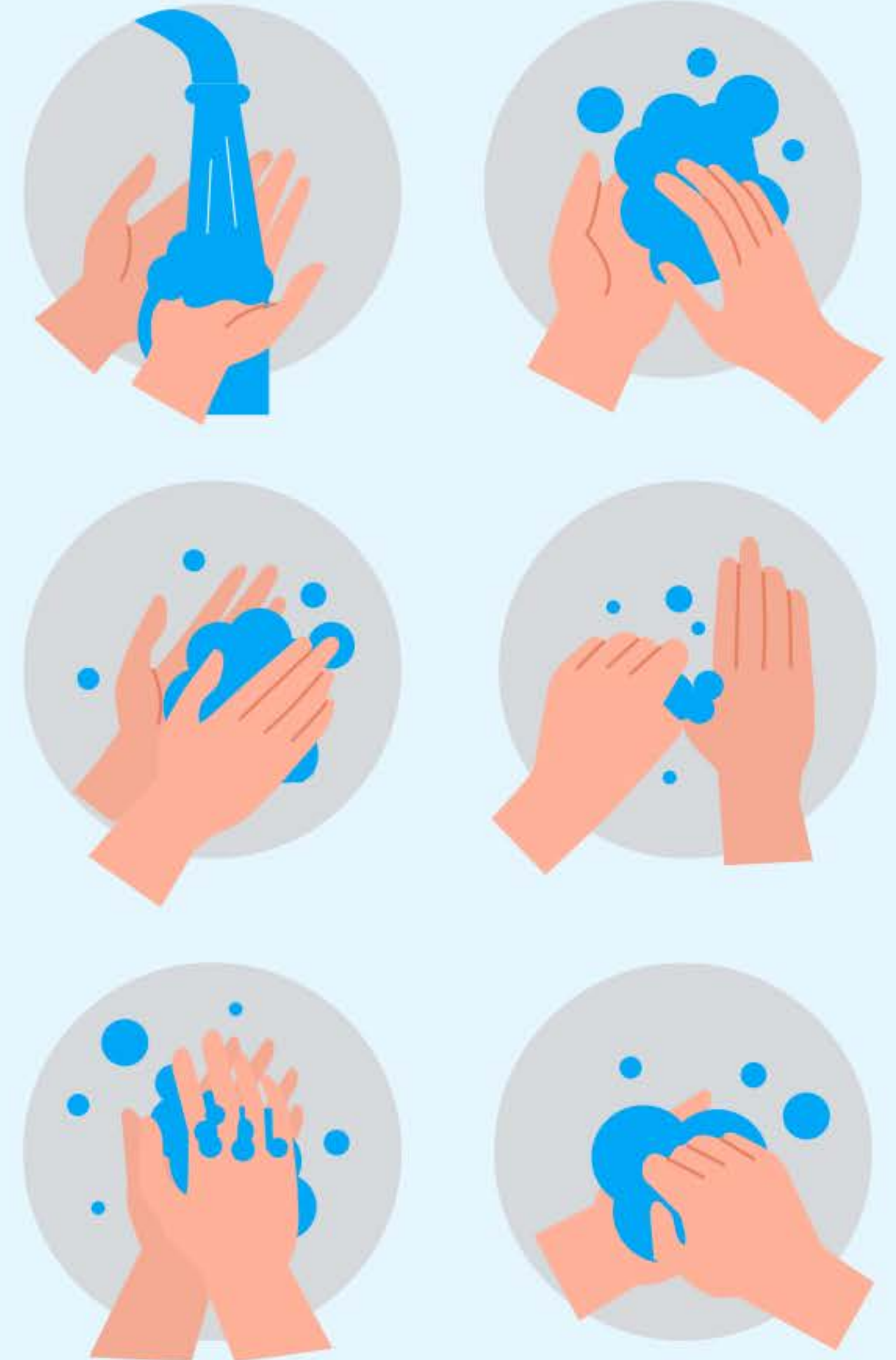




How to help prevent the spread of coronavirus:

# Wash Your Hands

Regularly wash your hands with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, or going to the bathroom, and before eating or preparing food. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.





How to help prevent the spread of coronavirus:

# Avoid Sharing Personal Items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people.





How to help prevent the spread of coronavirus:

# Clean All High-Touch Surfaces

Use household cleaning products to disinfect high-touch surfaces, including counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.





How to help prevent the spread of coronavirus:

# Monitor Your Symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19.





How to help prevent the spread of coronavirus:

# Prevention Tips:

01



**Avoid close contact with people who are sick.**

02



**Avoid touching your eyes, nose, and mouth.**

03



**Stay home when you are sick.**

04



**Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**

05



**Clean frequently with household cleaning spray**







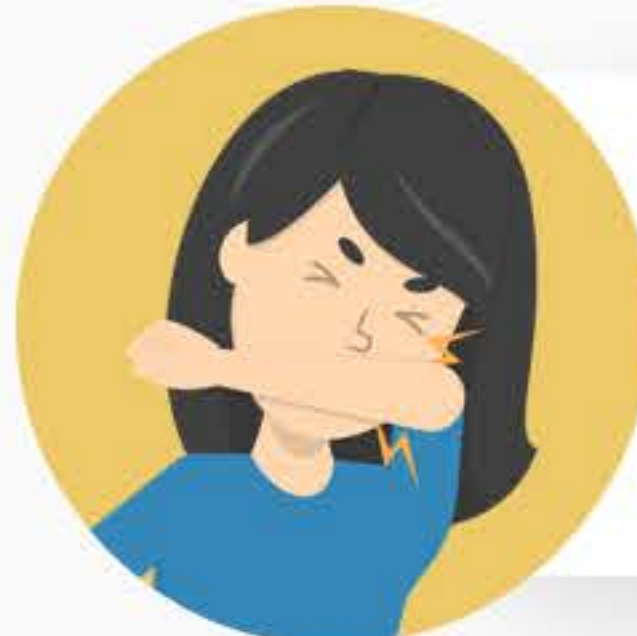





**For more information visit [www.cdc.gov](https://www.cdc.gov)**

This material was adapted from CDC guidelines. For more information, please visit [www.cdc.gov](https://www.cdc.gov)



# What could your symptoms mean?

See how the symptoms of COVID-19 differ from common illnesses

Symptoms		COVID-19 <i>Symptoms range from mild to severe</i>	Cold <i>Gradual onset of symptoms</i>	Flu <i>Abrupt onset of symptoms</i>	Symptoms		COVID-19 <i>Symptoms range from mild to severe</i>	Cold <i>Gradual onset of symptoms</i>	Flu <i>Abrupt onset of symptoms</i>
	<b>Fever</b>	Common	Rare	Common		<b>Runny or Stuffy Nose</b>	Rare	Common	Sometimes
	<b>Fatigue</b>	Sometimes	Sometimes	Common		<b>Sore Throat</b>	Sometimes	Common	Sometimes
	<b>Cough</b>	Common (Usually Dry)	Mild	Common (Usually Dry)		<b>Diarrhea</b>	Rare	No	Sometimes for Children
	<b>Sneezing</b>	No	Common	No		<b>Headaches</b>	Sometimes	Rare	Common
	<b>Aches and Pains</b>	Sometimes	Common	Common		<b>Shortness of Breath</b>	Sometimes	No	No