

BACK 2 BUSINESS CHECKLIST

HUMAN CAPITAL: Worksheet #1

Return to Work

Transitioning your team back into the workplace should be done with careful planning. Your team is the heart of your business, and your team members are central to getting back to business. Not only is planning critical to ensure a smooth return but preparing for likely team member scenarios that will arise as this transition takes place is also important.

Determine a Transition Plan: Consider the following options, and select the path forward that best fits your business goals.

- Mass Return:** This plan returns your team members to the workplace as quickly as permitted under applicable law(s).
- Phased Return:** This plan returns your team members to the workplace in phases, with critical roles filled first, and the full team returning over a scheduled timeframe.

Determine Who Returns to Work and When: Consider timing issues involved with the transition plan you chose above. Regardless of which approach you take, ensure that you've planned for the following:

- Transition from Furlough:** Prepare a full plan for the recall of team members before you begin the active process of ending team member furloughs. Tasks may include:
 - Reviewing local laws concerning recall and worker retention rights, and making sure your plan is compliant with all laws and regulations.
 - Preparing a communications plan for calling team members back to work (check out our customizable template for help). This plan should address questions such as:
 - How much notice will be given to team members prior to their return-to-work date?
 - What communications vehicles will be utilized to notify team members of the recall? These can include any combination of the following (provided compliance with local laws) but should include at least one written notice (physical or electronic).
 - Phone calls. If selected, determine who will call and when.
 - Postal mail of recall notice.
 - Electronic mail of recall notice.
- Creating a strategy for securing and completing onboarding paperwork, including I-9s, for team members who were furloughed (especially in states where a furlough constitutes termination.)
- Developing a plan for notifying the local unemployment agency of furloughed team members who refuse to return to work.

