

EMPLOYEE RETURN CHECKLIST FOR SUPERVISORS/MANAGERS

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DEPARTMENT PREPARATION

- In coordination with your Vice President and Management Team develop a [Department Return to Work Safety Plan](#) for your department.
- Determine a work schedule for your department in accordance with the agreed upon plan.
- Ensure to check that all the equipment, supplies, safety notices, signage, etc. is ready and include any missing items in the Department Return to Work Safety Plan.

PREPARING EMPLOYEES FOR RETURN

- Send written notice (email is sufficient if they regularly communicate via email) to your employees at least 10 working days prior to the date of returning to on-site work.
The notice should include the following:
 - *date and time to report back*
 - *site and workstation location*
 - *in-person and remote work-schedule (if hybrid)*
- Notify employees to return items if taken home and ensure they are returned. If using a hybrid work model, you may need to make adjustments to onsite/workstation supplies and equipment, as necessary. Ensure items needed are added to the Safe Reopening Plan and completed in advance of employee start dates.
- Review district and department safety procedures, protocols, and processes under the agreed upon guidelines with the employees, check for understanding. ([COVID PPE Guide](#) and [Prevention Program](#))
- Check-in regularly with employees as they transition back to on-site work, ensuring safety protocols are being followed and discuss any questions. Remember there are employees who may have anxiety and hesitation about returning.

RESOURCES

[COVID-19 Prevention Program](#)

[Personal Protective Equipment \(PPE\) Guide for COVID-19](#)

[Department Return to Work Safety Plan](#)

[COVID-19: Return to Campus Safety Videos](#) in the 3PD Portal

[Essential Visits and Essential Employees Clarification Letter](#)

[COVID-19 Essential Employee Letter](#)

[Essential Visit Campus Access Request Form](#)

FAQs (FREQUENTLY ASKED QUESTIONS)

Q: An employee does not want to return to work due to health concerns. What should I do?

A: *Refer the employee to the benefits office to explore if an accommodation is needed or an approved FMLA (Family & Medical Leave Act).*

Q: An employee does not want to return to work due to childcare or transportation issues. What should I do?

A: *Childcare is not the responsibility of the District. Ten working days' notice is provided to the employee so that childcare and transportation concerns can be address. Work schedules can be considered, if a hybrid model is in place. Supervisors should make certain that work schedule modifications are equally applied and in alignment with the department return to work plan.*

Q: Employee is productive working at home and is not student-facing and wants to continue working remotely. What is the best way to handle this?

A: *It is up to the supervisor, in coordination with the VP, to determine if the employee can continue working remotely temporarily during the continuation of the pandemic. The **current guidance** from the California Department of Public Health indicates if the work can be done remotely it should remain remote. Supervisors should consider the impact to other areas when determining remote work schedules.*

Q: What safety protocols will be in place in workspaces, classrooms, etc.?

A: *Facial coverings and social distancing protocols in alignment with **current guidance** will be enforced. Signage has been placed on doors of buildings asking those with COVID-19 symptoms to not enter. Similarly, signage has been placed near elevators and on restroom facilities noting the maximum capacity as per social distancing requirements. The facilities department has cleaning and disinfecting procedures in place for all workspaces, classrooms, etc. The College will be implementing a self-screening mobile application that all employees and students will be asked to use on a daily basis. The tool is designed to survey for symptoms of COVID-19 and will provide guidance to an individual as to whether or not they should enter campus.*

Q: Will the College provide personal protection equipment (PPE), if needed?

A: *When developing your Department Return to Work Safety Plan, you will be able to plan for your PPE needs. The fulfillment of your PPE needs can be accomplished by completing a Facility Remedy Request.*