



Reboarding - Back to Work Checklist





Getting back to work safe & secure

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Before going back to work, what government “return to work” guidelines do you need to apply to your workspace? How do you make your employees feel comfortable to go back to the office?

It all depends on the planning, rules & communication. Society has now slightly shifted its idea on what “going back to normal” means, and therefore it’s very important to adapt to it.

The easiest and quickest way to adapt is to keep yourself up-to-date and make sure you took all measures to ensure a safe work environment. In order to help you, Appical has created a checklist with the most important factors you have to consider before/when/after getting back to work.

Save some time & effort whilst making sure your employees will have a good reboarding!

Happy onboarding & reboarding

Team [Appical](#)





Planning & Communication

Decide the right time to reopen

- ☐ Monitor government press briefings and updates, and local closure orders, re-opening guidelines, industry practices, and geographic considerations (government guidance)

Determine who should return to work first

- ☐ Identify essential business functions and essential employees
- ☐ In determining essential employees, consider the nature of the job, the functions of the position and ability to return to work safely
- ☐ Consider profitability of certain position to manage cash flow in the near term
- ☐ Consider structuring a phased ramp-up to get used to the new situation
- ☐ Determine minimum staff necessary to sustain operations in the event of increased absenteeism
- ☐ Remind all decision-makers in these decisions of nondiscrimination policies

Prepare communication to employees regarding return to work

- ☐ Make sure you have the right reboarding communication tool to bring across all the safety and regulations information
- ☐ Establish a return to work timeline
- ☐ Establish a plan for employees to maintain communication with management
- ☐ Identify and explain to employees steps taken to ensure safety



Appical tip: Reboarding software can help you to keep everyone informed about all the protocols, ensure a safe collaboration & productivity.



Planning & Communication

Develop a written protocol for confirmed or suspected COVID case

Protocol should include at a minimum:

- ☐ Employees should not come into work if sick
- ☐ Identify necessary notification procedure if symptomatic
- ☐ Designate point(s) of contact for reporting and questions
- ☐ Communicate with employees impacted by potential exposure
- ☐ Identify remedial sanitization measures for impacted employee(s)
- ☐ Identify triggering events for quarantine procedure
- ☐ Establish the duration of quarantine and conditions for return

Anticipate employee anxiety, rumours, misinformation, and plan accordingly

- ☐ Leaders should be visible
- ☐ Communicate frequently with employees (low-cost options may include anonymous surveys).
- ☐ Respond to questions with the information currently available, even if the answer is “we do not know right now” in order to dispel myths and rumours
- ☐ Remind employees of any existing Employee Assistance Programs
- ☐ Consider providing additional alternative resources (e.g. counselling, working parent discussion groups, etc.) to help employees manage stress and anxiety
- ☐ Prepare the employer's response for the possibility workers may refuse to work, simultaneously call in sick, strike or walkouts.
- ☐ Train key management on protected concerted activity in a union and non-union setting



Workplace Safety

Monitor local and government guidance for best practices and requirements for employers

Take steps to make the workplace safer

- ☐ To the extent possible, implement social distancing requirements, such as staggered shifts, breaks, spacing between desks and community areas
- ☐ Limit in-person meetings in favour of virtual meetings where possible
- ☐ Minimize physical contact (i.e. handshakes, cough etiquette, etc.)
- ☐ Limit or close off gatherings in common areas (e.g. breakrooms or kitchens)
- ☐ Intensify janitorial sanitation
- ☐ Make efforts to increase air circulation in the building, if possible
- ☐ Educate employees regarding best hygiene practice
- ☐ Promptly respond to any safety-related concerns

Consider whether face masks, gloves, or other protective equipment are mandatory or optional

- ☐ If mandatory - company must provide or reimburse employees for masks, gloves, and other protective equipment
- ☐ If optional - determine whether employer will place any limitations or restrictions on employee created protective equipment or the type of masks, gloves, or protective equipment permitted
- ☐ Ensure protective equipment does not otherwise pose a safety concern



Appical tip: Put up signs and banners to provide more structure to your workspace & make sure they keep the 1,5 meter distance.



Workplace Safety

Consider temperature checks and COVID testing for employees and/or visitors

- ☐ Results of temperature checks are a medical record and (if recorded) must be treated with appropriate confidentiality and recordkeeping
- ☐ Consider whether screening time is compensable
- ☐ Assess the feasibility and advisability of conducting employer-paid Covid-19 testing for employees

Create a policy restricting non-essential employee travel

- ☐ Minimize non-essential travel for work
- ☐ Consider how essential travel is defined
- ☐ Consider mandatory notification of personal travel
- ☐ Implement additional documentation requirements for employee movement to make contact tracing more effective and accurate

Assess changes to hiring and training processes required by social distancing obligations

- ☐ Train managers regarding “do’s” and “don’ts” of pre-employment inquiries concerning medical conditions



Appical tip: Surprise your employees when they come back to the office with a Welcome Back Kit including a mask, personal hygiene gel, a personalised coffee mug with their face on it, some healthy snacks etc.



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Leaves of Absence and Workplace Accommodations

Teleworking issues

- ☐ Consider whether remote work is necessary or if special accommodation is necessary for members of a vulnerable population.
- ☐ For example, is there anything unique or special about the employee's concern for returning to the workplace?
- ☐ Is the employee in a protected class or high-risk population because of age or underlying health condition?
- ☐ Is the employee caring for an individual in a high-risk population?
- ☐ Prepare a response to requests for continued remote work based upon the essential functions of the job
- ☐ Protect data from cybersecurity breaches with a teleworking workforce

Flexibility in leave policies

- ☐ Consider new COVID policies relaxing preexisting leave policies that are explicitly intended to be temporary in duration

Openly communicate the company's policies and position on leaves of absence

- ☐ Create a clear process for requesting leave and identifying the amount of leave, if any, available



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Employee Morale

Communicate Regularly

- ☐ Communicate the steps the company is taking to ensure safety
- ☐ Request feedback and internalize it
- ☐ Consider anonymous surveys as a low-cost and effective mechanism to gauge what is working

Address any health and safety concerns raised by employees promptly

- ☐ Aim to respond to specific employee concerns promptly
- ☐ Establish communication channels for employees to address concerns
- ☐ Remind employees that discrimination and retaliation is strictly prohibited
- ☐ Review non-discrimination policies and recirculate, as needed
- ☐ Train managers on how to respond to offensive or discriminatory comments regarding the coronavirus and certain groups of individuals

Source: Return to Work Post-Coronavirus Checklist. (2020). Retrieved from <https://www.cozen.com/news-resources/publications/2020/return-to-work-post-coronavirus-checklist>



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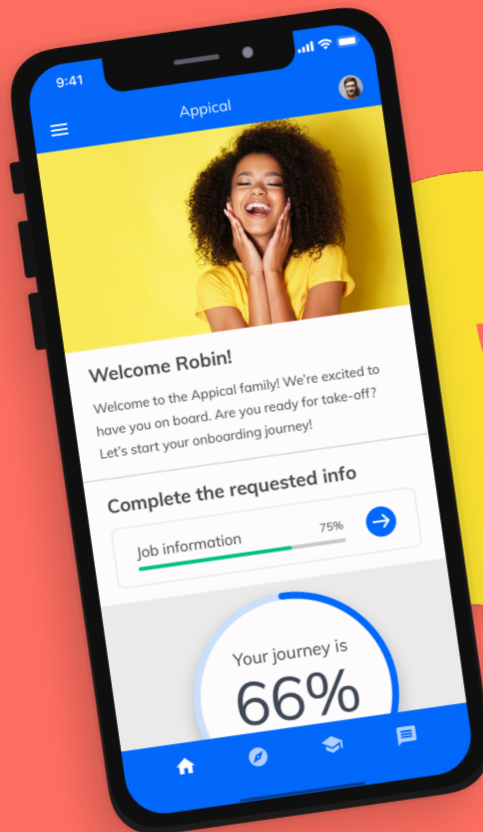
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