

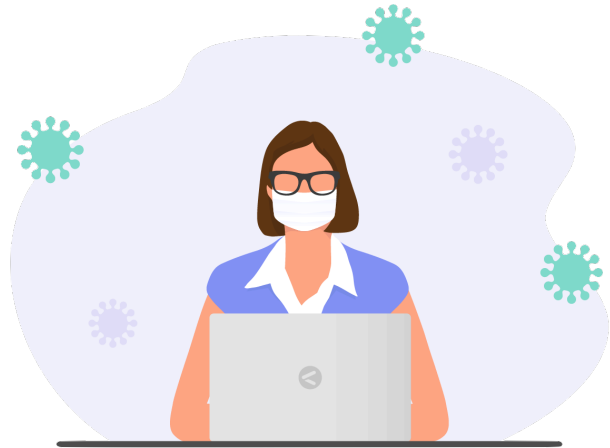
RETURN TO WORK RESPONSIBLY

SixFifty worked with the top employment experts in the nation to help you consider the important issues regarding COVID-19, draft actionable policies, and put your return-to-work plan into place.



An unprecedented challenge

Businesses have never faced a challenge like COVID before, and the stakes couldn't be higher. Now that COVID vaccines are widely available, employers need to decide whether to keep everyone remote, return to worksites, or somewhere in between. Whichever strategy you choose, businesses are responsible for providing a safe work environment.



Return to Work Protocols

When you decide to start bringing employees back to the office, you'll be responsible for providing a safe work environment. Be sure to follow state and local guidelines for masks and social distancing.

Many businesses screen employees with temperature checks, COVID tests, or questionnaires. This helps prevent someone coming to the office who's sick or has been in contact with someone who's sick.

Be sure to formalize these protocols in a Return to Work Policy. That way employees know what to expect, and what's expected of them.

Sanitation

Before returning employees to the workplace, it's important to ensure that it's been thoroughly cleaned. Even if you've been closed for business, don't assume that no one has brought the virus into the office. Employees may have come in occasionally to grab devices or documents that they need to work from home.

Sanitizing your worksite is one of the easiest and most effective ways to protect your employees from harm. Make sure sanitation supplies are on-hand and your Return to Work policy establishes rules for sanitation between uses and proper social distancing during use.



Navigating the new way we work

[Almost 60% of Americans](#) have been working from home for over a year now. Some workers are anxious to get back to the office, while others would prefer to keep telecommuting. The first challenge a business leader needs to solve is deciding how and when to return employees to worksites.

Many organizations have opted to survey their workforce, A good survey collects the information you need from your employees to determine whether they are ready and willing to return to work.

Communicating Return to Work Protocols to Employees

To return your employees to work during and after the COVID pandemic, you need to create policies and ensure that your employees understand them. If you opt to screen employees or ask health questions, it's critical that everyone understands how and why you'll be doing so.

Many companies have accomplished smooth return to work programs by starting with an employee survey, assessing their return to work readiness, creating a plan with formal policies and processes, then communicating that plan to their workforce and fostering ongoing communication.



Vaccines

As of the end of April 2021 [over 43% of the U.S. population has received at least one COVID vaccine shot](#), and 29% is fully vaccinated.

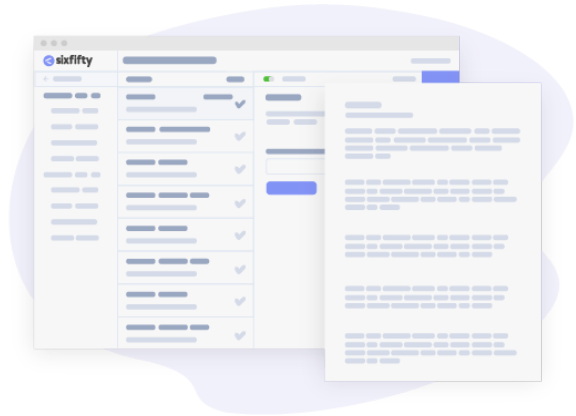
[Employees, however, are sharply divided on vaccinations](#), and on how employers should handle them. While 70% of respondents to a [recent poll](#) said they want their employer to require vaccinations before returning to worksites, nearly 25% said they'd quit their job if such a requirement were put in place.

Before returning employees to worksites, decide whether you'll require vaccination, encourage vaccination, or not take a stance. Then create a Vaccine Policy so that everyone knows the plan.

SixFifty Solution

Return-to-Work Assessment

We've thought through some of the key issues to consider when returning your workforce to the office. We'll run you through some questions regarding your business and give you guidance to help you cover the bases.



Customizable Return-to-Work Policies

Don't pay tens of thousands of dollars to have an attorney draft your return-to-work policies from scratch. We worked with the best employment attorneys in the world to automate what you need. SixFifty's return-to-work documentation includes:

- Return to Work Assessment
- Return to Work Policy
- Employee Questionnaire
- Employee Survey

- COVID - Travel Policy
- COVID - Sick and Family Leave Policy
- COVID - Telecommuting Policy
- COVID - Reimbursement Policy



Tracking the Daily Health of Your Workforce

In order to return to work safely, you need to ensure that contagious individuals stay home. Sequoia's Return to Work Center helps businesses track and manage employee health, and integrates seamlessly with SixFifty.

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