



EANJ Back to Work Checklist

Employers' plans must account for their **Places** (i.e., worksites, work stations, and surrounding areas), **Policies** (workplace rules and practices), and **People** (considerations regarding when and how to recall and accommodate, as needed).

Places (i.e., worksites, work stations, and surrounding areas)

<input type="checkbox"/> We know the applicable federal, state and/or local social distancing requirements for employees and visitors at each worksite. [Where to look: NJ COVID-19 Information Hub ⁱ ; CDC; OSHA websites ⁱⁱ]	We have reconfigured our entrances, workstations, and common spaces, and have assessed such other features as air ventilation, to meet those requirements.
<input type="checkbox"/> We know the applicable federal, state and/or local cleaning and disinfecting requirements for our worksites. [Where to look: NJ COVID-19 Information Hub; CDC; OSHA websites.]	We have arranged for enhanced janitorial services, especially of highly trafficked locations and high touch surfaces, as needed.
<input type="checkbox"/>	We have sanitizing and disinfecting products readily accessible for our employees to promote the continual cleanliness of high-touch and personal work surfaces.
<input type="checkbox"/> We know the applicable federal, state, local and/or industrial PPE requirements for each worksite. [Where to look: NJ COVID-19 Information Hub; CDC; OSHA websites]	We have assessed the risk level of our industry, worksites, and job titles to determine the appropriate equipment (physical barriers, masks, gloves) for our employees.



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Policies (i.e., workplace rules and practices regarding health and safety, leaves of absence, and accommodations)

<input type="checkbox"/> We have reviewed and revised, as necessary, our leave policies to comply with the requirements of the FFCRA and NJ FLA, as they relate to COVID-19 leaves. [Where to look: EEOC website.]	We understand that we may need to provide work-from-home or leave options to employees who cannot return to the workplace because they lack suitable childcare for COVID-19 reasons.
<input type="checkbox"/> We have reviewed and revised, as necessary, our reasonable accommodation policies and practices to include those who raise issues or request work modifications to address their COVID-19 concerns. [Where to look: EEOC and NJ DCR websites.]	We understand that employees not “disabled” under the ADA/NJLAD definitions will nonetheless warrant an interactive discussion to see whether their request is supported under other federal, state or local guidance concerning COVID-19. We have assessed whether physical presence at the worksite is an essential function of each position.
<input type="checkbox"/> We have a health and safety policy , which communicates management’s commitment, and the employee’s responsibilities, to maintain a safe and healthy workplace. [Where to look: EEOC, CDC; and OSHA websites.]	Our policy promotes a safe workplace by asking employees to stay home when ill, and to disclose any COVID-19 symptoms they may have. Our policy also provides for regular notices to employees about required PPE use, social distancing, handwashing hygiene, among other things. Our policy also sets out how we will address issues employees may raise about physical work spaces, practices, and conduct of others in the workplace, and prohibits retaliation against employees who raise those concerns in good faith.
<input type="checkbox"/> We have a policy that complies with the federal guidance for dealing with employees with confirmed cases of COVID-19 . [Where to look: EEOC and CDC websites.]	Our policy covers steps to isolate and send home sick employees, notify others who may have come into contact with them in the workplace, determine employees’ eligibility for leave, and establish criteria necessary to return to the workplace.



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| <input type="checkbox"/> We have reviewed and revised, as necessary, our travel-for-work policies to ensure compliance with ongoing federal, state and local orders and guidance. [Where to look: New Jersey COVID-19 Information Hub, EEOC and CDC websites.] | As part of our review, we have identified those positions for which travel is necessary to our operation and/or is an essential function of the role. |
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People (i.e., considerations regarding when and how to recall and accommodate, as needed).

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| <input type="checkbox"/> We have a plan and timeline for notifying employees of their expected return-to-work date(s) . | Our plan observes applicable social distancing requirements by alternating days, staggering start times, or other means, to ensure employees have sufficient room in which to work. |
| <input type="checkbox"/> We have a plan that complies with the EEOC, CDC and OSHA requirements to safely conduct, or refer employees for, testing initially and/or periodically in the workplace to ensure the health and safety of all at the worksite. [Where to look: EEOC, CDC, and OSHA websites.] | Our plan designates individuals to whom employees must disclose any COVID-19 diagnoses, exposure, and/or symptoms. The plan further requires that those so designated be trained on proper responses to such disclosures to maintain confidentiality and minimize health and safety risks to all employees. Our plan also assures employees that their information will be treated in accordance with ADA requirements. |
| <input type="checkbox"/> We have reviewed and revised, as necessary, our work-from-home policies and practices to ensure compliance with ongoing federal, state and local orders and guidance. [Where to look: New Jersey COVID-19 Information Hub, EEOC website.] | As part of our review, we have identified those positions for which their physical presence in the office is necessary to our operation and/or is an essential function of the role. |



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Where to find more information:

- "New Jersey's multi-stage economic recovery plan "[The Road Back: Restoring Economic Health through Public Health](#)"
- New Jersey COVID-19 Information Hub (social distancing guidelines): <https://covid19.nj.gov/faqs/nj-information/general-public/if-im-a-customer-employee-or-operator-of-a-business-what-social-distancing-guidelines-should-i-follow>
- New Jersey COVID-19 Information Hub (executive orders): <https://faq.business.nj.gov/en/collections/2198378-information-for-nj-businesses-on-the-coronavirus-outbreak>
- New Jersey's DOL (COVID-19 scenarios & benefits available): <https://www.nj.gov/labor/assets/PDFs/COVID-19%20SCENARIOS.pdf>
- OSHA (health and safety guidelines for businesses): <https://www.osha.gov/employers>
- CDC (guidance for businesses and workplaces): <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- DOL (Temporary Rule on Paid Leave under FFCRA): <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>
- DOL (FFCRA Questions and Answers): <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>
- EEOC (general guidance on COVID-19): <https://www.eeoc.gov/coronavirus>
- EEOC (pandemic preparedness in the workplace and the ADA): <https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>

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