As you help employees return to on-site work as part of our restart, here are some things to consider before your team members return to their normal work location.

**Employee communication**

It’s best practice to provide employees at least two weeks advance notice before they will return to their on-site work location. Keep in mind many team members will need to figure out child care, transportation or other arrangements.

Have you provided employees returning on site with the notification memo?

Have you created a reorientation plan for all returning employees, including a one on one conversation between the employee and supervisor? This reorientation plan should include:

a. Ensuring understanding and clear direction on how to meet all on-site safety requirements as outlined in the plan
b. Providing information to returning employees on well-being resources from HR
c. Informing employees of how they can request ADA accommodations due to underlying medical conditions
d. Identifying if the employee will face child or elder care issues and referring employees to HR Work-Life if so

Have you considered alternate or flexible schedules to reduce the number of employees on site at any one time?

Have you discussed any modifications to operations to reduce the number of face-to-face interactions where possible?

You should call HR Employee Relations if you have a suspected or confirmed case of COVID-19 in your area. They are also here to help if you have questions about employees returning to on-site work. You can reach them at (859) 257-8758.

**Workstation**

Do you need to make adjustments to your work locations to help employees practice social distancing and remain at least 6 feet apart from one another? If so, you can reach out to David Hibbard with Environmental Health and Safety at (859) 257-3845.

Are employees 6 feet apart?

Are they facing one another? Can workstations be arranged so they are back-to-back instead?

Can you remove items such as shared office supplies?

Do you have signage in place reminding customers and visitors to remain 6 feet apart?
PPE and cleaning supplies

Have you acquired hand sanitizer and other cleaning supplies?

Have you discussed with your team the cleaning protocols that will be used and reminded them they should clean their work station regularly?

Have you determined how many employees will need masks provided and ordered them from the Supply Center? You can order them at auxweb.ad.uky.edu/UKSupplyCenter.

Environmental Health and Safety can offer guidance on acquiring cleaning and sanitizing products. You can reach them at (859) 257-3845.