

Uniting for Recovery:

RETURN TO WORK *Guide*

**UPDATED
FOR 2021**



In partnership with:



MISSOURI2030
An Agenda to Lead

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Introduction

Missouri businesses have played a critical role in the effort to stop the spread of COVID-19. As local and statewide restrictions were put into place, many employers drastically altered their operations with some closing their doors completely. As the response continues, many employers across the state are working to develop strategies to enable them to reopen and stay open safely.

Based on best practices, the Missouri Chamber of Commerce and Industry is providing the following guidelines and suggestions to assist businesses in their efforts to create safe workplaces for their employees and customers.

We also strongly encourage employers to closely follow the recommendations published by Gov. Mike Parson, the State of Missouri and local health officials.

Additionally, as businesses establish procedures for re-opening, we strongly recommend employers start by reviewing the comprehensive guidance available from the Department of Labor's Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). 

<https://www.osha.gov/Publications/OSHA4045.pdf> 

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> 

Reduce the risk of transmission



- Establish new safe-at-work policies, procedures, and/or guidelines. Send them to all employees and/or post them in a conspicuous location. Revise policies as needed to take into account the level of disease transmission in your community.
 - Policies and procedures should include information on Personal Protective Equipment, disinfection measures, social distancing protocol, on-site health screening, signs and symptoms of COVID-19, self-quarantining and return-to-work policies, visitors and contractors screening, signage, time-off options and all other COVID-19-related safe workplace changes.
 - If returning to work, training and orientations should be done on day one.
- Train employees on frequent handwashing, properly covering coughs and sneezes and refraining from touching the face.
- Promote personal hygiene.
 - If workers do not have access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60% alcohol.
 - Provide disinfectants and disposable towels workers can use to clean work surfaces.
 - Provide tissues for coughing and sneezing.
- Encourage the use of masks in the workplace.
 - Remind employees and customers that CDC recommends wearing cloth face coverings in public settings where other social distancing

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measures are difficult to maintain, especially in areas of significant community-based transmission. Wearing a cloth face covering, however, does not replace the need to practice social distancing.

- **Clean and sanitize surfaces frequently.**

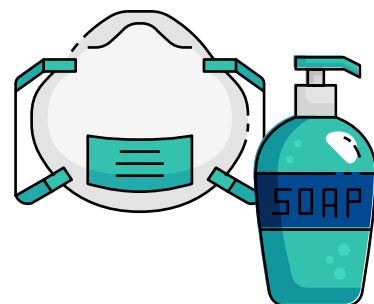
- Make wipes, sanitizer and cleaning products widely accessible throughout workplaces. Alcohol-based cleaning products should have 70% alcohol content or higher for effectiveness.
- Clean break rooms and common touch areas (doorknobs, light switches, phones, fridge handles, etc.) after each shift.
- Thorough cleaning of ALL shared surfaces throughout the facility at least once every 24 hours. This includes common spaces like bathrooms, conference rooms, lunchrooms, etc.

- Shut down production in the area where a COVID-19 affected employee worked (i.e. department, line, station) to conduct cleaning, as well as shut down and clean common spaces like bathrooms, conference rooms and lunchrooms once notification of potential COVID-19 spread is suspected.

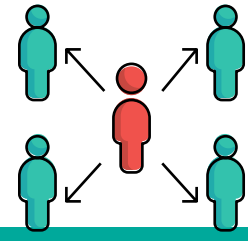
- Provide masks, shields, gloves, shoe coverings, coveralls, etc. if appropriate and available.

- **Provide touch-free solutions.**

- Touch-free time clocks.
- Touch-free trash bins.
- Individual water containers for workers instead of large water coolers. 🌐

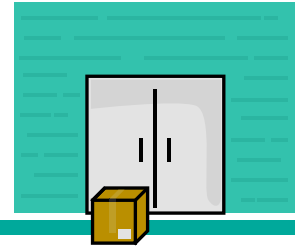


Social distancing at work



- Offer work-from-home options for all employees who can perform duties remotely.
- Change shifts.
 - Stagger shifts and start times to maximize distancing.
 - Allow 30-minute buffers between shifts if possible so that employees don't come into contact during transition.
 - Cross-train, so that teams can better stagger shifts.
- Provide visual markers on floors for six-foot distancing, per CDC guidance.
- Restrict movement between departments and/or functions (e.g. don't allow traffic between production and office workspaces).
- Stagger breaks and lunch schedules.
- Conduct phone/email/virtual meetings instead of in-person meetings, even when at office.
- If in-person meetings are necessary, limit meetings to no more than 10 individuals, provided appropriate spacing is possible.
- Hold meetings in large spaces where people can spread out at six-foot intervals.
- Space out desks and work stations; construct temporary walls between workstations to accommodate appropriate distancing. 🌐

Working with vendors



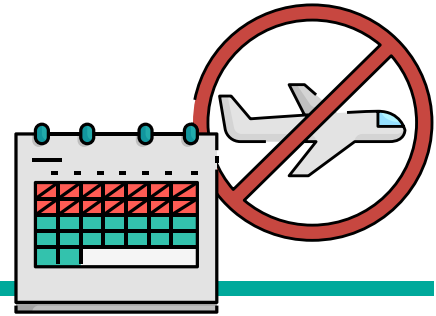
- Request health and travel assessments for vendors/contractors coming on-site.
- Separate contractors and vendors from the employees (have them use separate bathrooms and entrances if possible).
- Prohibit nonessential vendors and deliveries from entering facility.
- Require deliveries to be dropped outside facility door, eliminating vendors from entering facility.
- Maintain a contact log for all persons coming into an office or manufacturing plant registering their date, time, name, contact information, person they are meeting with, and if they have had COVID-19 or been in contact with anyone in the past 14 days who has. 🌐



Customer service

- Offer curbside delivery instead of in-store pick-up.
- Provide on-site services to customer's facility once their business is closed (after hours).
- Offer drive-through service only.
- Add plastic barriers/shields at registers.
- Ask customers to stay in their vehicles in parking lot while they wait.
- Conduct virtual sales calls.
- Limit the number of customers in the facility to ensure appropriate distancing, along with visual markers on floors for six-foot distancing, per CDC guidance. 🌐

Travel considerations



- Limit non-essential travel and require a two-week quarantine for employees who return from outside of the country or a domestic COVID-19 hotspot.
- Require a two-week quarantine for employees traveling more than 100 miles from facility.
- Do not travel if experiencing symptoms or tested positive.
- If travel is unavoidable, stay vigilant about social distancing, wearing masks. 🌐



Workplace signage

- Post internal signage that can be used to alert or remind employees about guidelines and expectations and responsibilities.
- Post external signs on doors alerting visitors to restrictions on entry and movement in and around facility as well as any applicable guidelines and expectations. 🌐

Employee Health

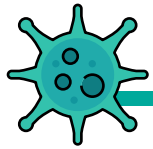


- Conduct temperature or employee wellness checks at the start of shifts to ensure employees do not exhibit COVID-19 symptoms.
 - Fever >100.4 F
 - Cough
 - Shortness of breath/difficulty breathing
- Create a master schedule for all employees that shows when people may come in contact with others; use this for contact tracing in the event of a confirmed or suspected COVID-19 exposure.
- Outline in written policies/guidelines a response plan for employees who report or demonstrate symptoms at work, have recently been at work and tested positive or have been in contact with confirmed COVID-19 case, or have not recently been at work but have tested positive or have been in contact with confirmed COVID-19 case.
- Ask employees about their health status before they return to work from a sick leave (even if they were out with a headache); require certification by a health care professional of ability to safely return to work (particularly for those noted above).
- Offer a variety of leave options for employees who may have to miss work because of a COVID-19-related reason.
- Encourage sick employees to stay home.
- Protect employees at a higher risk for severe illness with supportive policies and procedures. 🌐

Ongoing Communication



- Communicate and educate employees and management to carry out the plan and protocols, as well as clear direction on roles and responsibilities.
 - Post signs on door to instruct customers/visitors on business's safety protocols.
 - Provide remote workers with a list of free resources to stay healthy and active at home (i.e. ergonomic tips, stress-relief tools, fitness resources).
- Provide pre-recorded safety training videos for customer-facing activities.
- Maintain an up-to-date repository on the company's shared network that allows employees to access all COVID-19 documents, resources, and company protocol.
- Ensure employees are informed about potential benefit lapses and help them access any available assistance programs. 🌐



Vaccinating your workforce

As COVID-19 vaccines are distributed across Missouri, employers need to prepare for how they will handle vaccinations among their staff members.

Missouri's vaccination plan prioritizes health care workers and vulnerable populations for vaccinations. Over time, the vaccinations will become available to additional Missourians.

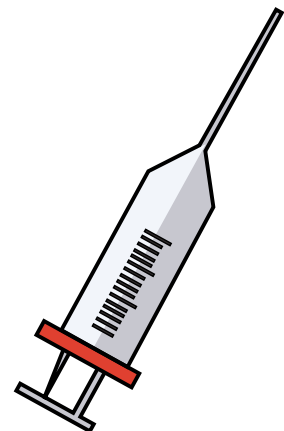
Businesses will need to consider how they communicate about the vaccine to their employees.

While some employers might consider requiring employees to receive the vaccine — and there are some indications that this is allowable under the law — it's unclear how the courts will ultimately view vaccination requirements. This is a very unique situation and there is very little caselaw that would guide how a court might rule if an employee challenged a required vaccination.

This has led to a variety of opinions on how far employers can go to have their staff members vaccinated. Given this unique situation, many employers are choosing to adopt policies that highly recommend, but don't require, vaccination by employees.

As always, employers must be aware of existing exceptions to vaccination policies including making accommodations for sincerely held religious beliefs and ADA disabilities.

Employers should try to provide a reasonable accommodation if an employee makes a request not to receive the vaccination for either above reason.

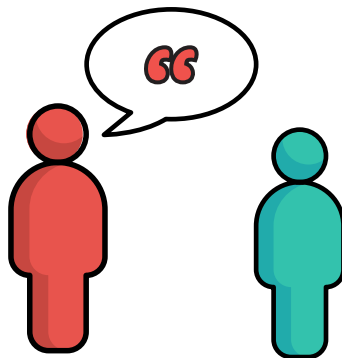


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Employers can take steps to mitigate the risk of the unvaccinated employee potentially spreading COVID-19 in the workplace, but should not automatically bar the employee from the workplace.

Employers should create a written document on their recommendations about staff members being vaccinated for COVID-19 and clearly communicate those recommendations to employees. They should also be prepared to evaluate requests for accommodations.

This is an evolving situation and employers should continue to watch for new workplace guidance as the vaccines become more available. 🌐



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