

# Ogletree Deakins | RETURN TO WORK GUIDE



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Tools for the Recovery

In preparation for the recovery from the COVID-19 pandemic, employers are making plans to put their teams back to work and/or back to their normal work locations. In response to soaring client demand, Ogletree Deakins has developed a detailed Return to Work Guide, representing hundreds of hours of work and the cumulative input from more than 30 lawyers with more than 600 years of combined labor and employment experience. The Guide is full of information and practical tools to help employers plan and implement a return-to-work (RTW) process that minimizes risk.

### Detailed Analyses and Recommendations on Common Return-to-Work Issues:

- Decisions on employees to recall
- Written RTW notices
- Seniority, compensation, and benefits
- Updated policies and agreements
- Unionized employer RTW issues
- Safety protocols
- Health screening procedures
- Reporting to unemployment agencies
- Employees who refuse to work
- Payroll deductions/garnishments
- Trade secrets/restrictive covenants
- Privacy and medical records
- Positive employee relations plan
- Diversity and inclusion considerations
- Pay equity in the RTW process
- RTW drug testing/background checks
- Federal/state WARN Act implications
- OFCCP/AAP requirements
- Preparing for terminations if needed
- Challenges unique to global employers
- Immigration solutions

### 23 Separate Templates, Checklists, Surveys, and Flowcharts:

- Guidance for RTW selection process
- Summary of state mini-WARN acts
- Template RTW notice
- "Authorized to travel" letter
- Accommodation request flowchart
- State/local paid sick leave requirements
- Template EFMLA and EPSL policies
- Template Work from Home policy
- Summary of cybersecurity measures
- Sample employee health screen log
- Template questionnaire/disclosure
- Detailed employee screening protocol
- Infection/exposure response flowchart
- Safe work environment checklist
- Acknowledgment of safety measures
- Questionnaire/Disclosure form
- Checklist for healthy work environment
- Unemployment agency requirements
- Requirements for paycheck deductions
- Checklist for global employers
- Sample termination notice

### 30 minutes of attorney consultation time regarding the Guide

The flat fee for all of the above is \$2,500 for new clients or \$1,950 for existing clients. For additional information or to request a copy of the Guide, please contact your Ogletree Deakins attorney.