

4

STEPS FOR SAFE RETURN TO WORK (RTW)

1

IMPLEMENT THE WORKSITE PLAN

CREATE A SITE SPECIFIC PLAN

- Each facility must have a completed plan.



COMPLETE THE CHECKLIST

- Ensure the OSHA Checklist has been reviewed and can be satisfied by your department.



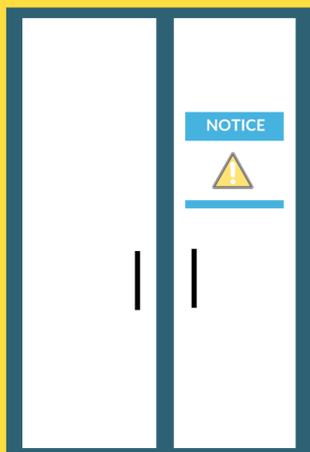
ORDER PPE FOR STAFF

- Ensure that personal protective equipment has been ordered and received as required for your staff.



POST SIGNAGE AT YOUR WORKSITE

- Signage should list social distancing and coverings guidelines.
- Lobby welcome posters for staff and visitors.
- Checklist signage in lunchrooms or where OSHA postings are generally placed.



2

IDENTIFY EMPLOYEES RETURNING TO WORK

- Review your employee list and identify which employees are returning and when.
- Email the list to HR one pay period before the expected return date.



3

SEND RECALL LETTERS

- Individual recall letters must be sent to each employee being recalled **one week** prior to their proposed start date.
- Work with HR to provide proper notifications to employees.



4

WATCH THE TRAINING VIDEO

- Upon return, all employees will receive a walk-through of site modifications from the Facility Coordinator and be required to watch the RTW Safety Video.



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