

## RETURN TO WORK EMPLOYER SOLUTIONS FOR BUSINESSES

As businesses prepare to reopen, reintegrate employees into the workplace, and interact with customers and visitors, companies may need assistance and guidance on moving into the next normal. Given the impacts of the COVID-19 pandemic, businesses need to revisit existing policies, create new policies, and consider additional changes, previously outlined in the firm's [Return to Work Guidelines](#).

### How Our Labor, Employment, and Workplace Safety and Privacy Practices Can Help

To help businesses operating in the United States, our labor, employment, and workplace safety and privacy teams have developed a collection of return to work products that feature policies, procedures, and training materials to aid businesses as they navigate the path to recovery in a world transformed by the COVID-19 pandemic.

We are pleased to offer the following products, with modifications for each business's specific operational needs and footprint, beginning at a flat fee of \$2,500. This fee covers products for one jurisdiction, and includes one hour of lawyer consultation. Additional flat fee pricing is available for businesses with operations in 5, 10, 15 and 20 jurisdictions, with further pricing options available for larger organizations. After the initial consultation, at your option, and with our better understanding of the needs of your business, we would have to discuss billing arrangements for any additional services that you may request us to undertake.

### Our Return to Work Employer Package

- Reopening FAQs
- Return from furlough/rehire templates
- COVID-19 confirmed case checklist response
- COVID-19 response for COVID-19 employee death
- Family First Coronavirus Response Act:
  - » Policy
  - » Application
  - » Approval forms
- Face mask and face covering policies for:
  - » Employees
  - » Customers and visitors

- Travel authorization letters (if partial closure orders are still in effect)
- Social Distancing Workplace Policy
- Updates to key existing policies to address COVID-19 concerns and new workplace operations:
  - » ADA
  - » FMLA
  - » Attendance
  - » Telework/remote work policies
  - » Bring your own device policies
  - » Work from home device use and reimbursement policy
- Temperature screening policies and procedures for:
  - » Employees
  - » Customers and visitors
- Staggered Workforce Policy
- Privacy policies and procedures specific to COVID-19 data (such as temperature recordings) for:
  - » Employees
  - » Customers and visitors
- Model COVID-19 Employee Return to Work Training:
  - » Social Distancing, Face Coverings, and Hygiene in the Workplace
  - » Recognizing COVID-19 Symptoms
  - » Temperature Checks and Health Assessments
- Health questionnaire for customers and visitors entering the workplace
- Employee acknowledgement form, through which employees will read and understand the company's new policies, including those on face masks and coverings, employee illnesses, and social distancing

Learn more about our practice at [klgates.com](http://klgates.com).

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