

City of Newport News

Department Return to Work Checklist

The following checklist is being provided for use as departments begin to phase back into employees returning to the workplace. The checklist is designed to be interactive, ensuring supervisors and managers are intentional about completing important steps to help ensure a smooth transition back to work.

Space is provided to add other department specific items if needed

Department	
Division	
Recovery Phase Level	
Policies Initial each item when completed	
	Have you posted the Families First Coronavirus Response Act (FFCRA) poster in a visible place? Where employees will remain working from home, send by email or post to the City's webpage. FFCRA Act Poster
	Have you communicated other applicable policies to all employees? City COVID-19 Page
	Have you discussed the City's Recovery Framework with employees?

Employee Health and Safety	
	Have you placed posters/informational materials throughout your responsible areas to encourage social distancing and hand hygiene? CDC Stop the Spread of Germs
	Remind employees about EAP and other resources available to assist with stress and anxiousness that employees may be experiencing. City of Newport EAP CDC-Employee Job Stress during a pandemic
	Have you utilized tools to communicate your appreciation continually to employees? iPropel-City of Newport News Online Recognition

Employee Working Arrangements/ Accommodations

	Have any applicable work schedule changes been discussed with employees? To include continued teleworking or staggering of shifts.
	Explain policies and procedures related to work meetings and travel. *See City Recovery Framework
	Discuss with managers challenges that may arise working with employees that may face increased personal challenges during this time, such as bereavement and loss, childcare and school cancellations, financial stress and other dependent care and support needs. Refer them to the dedicated COVID-19 page for resources. COVID 19 Employee Page

Employee Training

	How to properly put on and take off a face mask video Video Link
	How to properly put on and take off disposable gloves Video Link
	How to properly clean and disinfect Video Link
	CDC Recommendations for Cleaning and Disinfecting your facility Article Link
	Providing Great Customer Service-Despite the Pandemic Article Link

Other Best Practices

	Stay aware of any local public health or other orders related to COVID-19 that may impact your operations
	Ensure your workplace is up to date on current methods of safely removing COVID-19 hazards

	Communicate frequently and as transparently with employees whenever possible
	Remember to regularly communicate with internal and external customers about changes in work processes or procedures that may impact them. Update your Department's internet page with relevant information for impacted operations or customer service documents.
	Remember to be flexible wherever possible and adjust work as reasonable
	Be prepared to quickly investigate and stop discriminatory speech or acts in the workplace. (Contact your Human Resources Generalist for assistance)
	Designate or know who is assigned as the workplace coordinator who will be responsible for COVID-19 issues and their impact on the workplace.
	Develop a plan to operate if absenteeism spikes or if another shelter in place or stay at home order occurs <ul style="list-style-type: none"> • Implement a plan to continue essential functions • Implement flexible work schedules and leave policies • Cross train employees on performing essential business functions
	Develop emergency communication plan, including a way to answer employee concerns.
	Re-evaluate and revise plans weekly. Update both your Recovery Plan and COOP for your Department, date stamping your changes in an effort to document progress made during the Pandemic.

OTHER RESOURCES

- [Center for Disease Control](#)
- [City of Newport News Covid-19 Information Hub](#)
- [Virginia Department of Health](#)