



# COVID-19 Human Resources Toolkit: Model Forms, Policies and Templates for Employers

During the COVID-19 crisis, the Labor and Employment Department at Cozen O'Connor has been working to produce forms, templates and policies to guide employers through the maze of new regulations and local requirements. We have now compiled all of these critical documents into one toolkit. While some portions can be used as is, we recommend that each of these documents be reviewed carefully to determine whether they should be appropriately customized to your company's unique business and workforce, as well as to any changes in applicable law at the time a document may be used. This toolkit includes the following materials:

## Workplace Policies/Forms Related to COVID-19

- COVID-19 employee distancing, hygiene and mask policy
- Employee travel policy
- Work from home/telecommute policy
- Work letter for essential employee
- Return to work post-coronavirus checklist

## Responding to COVID-19 Exposure in Workplace

- Protocol for COVID-19 case in workplace/contact tracing
- Protocol for return to work for positive COVID-19 case
- Notice to potentially exposed employees
- OSHA reporting protocol
- Safety complaint/whistleblower policy

## Furloughs & Recalls

- Recall letter
- Return to work from furlough policy
- Benefits checklist for return to work
- Medical questionnaire for returning employees
- Notification to unemployment for employee refusal to return from furlough
- Reduction in force checklist
- PPP loan forgiveness – FTE reduction exception memorandum

## Employee Medical Screening/Testing

- Employee screening policy
- Employee health self-screening form
- Temperature check log
- Temperature check authorization
- Temperature check failure/accommodation form
- COVID-19 testing protocol

## Families First Coronavirus Response Act (FFCRA)

- FFCRA policy
- Paid leave request form
- Employee letter granting or denying request

## Accommodation Requests

- Interactive process checklist/protocol for ADA accommodation requests
- Letter to employee regarding request
- Letter granting or denying request