Return to Work Toolkit

Click each topic header with an icon to access the relevant document.

High-Level Planning Materials
► Checklist for Reopening: A checklist of key considerations for reopening planning
► Step List for Reopening: A 1-page flow-chart of the key steps involved in reopening
► Return to Work Presentation: A high-level presentation addressing when businesses can reopen, how they should reopen and issues that may arise once reopened

Detailed Reference Materials
► Summary of State and Local Essential Business and Back to Work Orders: A summary of state and local essential business and back to work orders
► Handbook for Returning to Work: Detailed guidance addressing when businesses can reopen, how they should reopen and issues that may arise once reopened
► Frequently Asked Questions (FAQs): A compilation of answers to common questions that many employers may face before and during the reopening process
► Reopening Planning - Market Practice: A compilation of select public company disclosures relating to return to work policies and preparations

Template Policies, Procedures, Notices and Signage
Kirkland has drafted the following template policies, notices and attestations which should be carefully customized to the operations of the entity adopting them:

► Policy on Pandemic Major Infectious Disease Outbreak and Checklist
► Policy on Pandemic Response Team and Coordinator
► Policy on Essential Personnel
► Notice to Employees of Return to Work
► Policy on Pandemic Communications
► Emergency Communications Plan

► Policy on Social Distancing and Other Infection Control Measures
► Policy on Employee Screening for COVID-19
► Employee Screening Attestation

► Notice to Personnel of Potential Exposure
► Notice to Patient of Possible Exposure
► Notice to Customer of Possible Exposure
► Employee Screening Attestation
► Physician Clearance Attestation
► Employee Survey

► Stop the Spread
► Stay Home from Work if Sick
► How to Do Social Distancing
► Coughing and Sneezing Etiquette

This presentation, and each of the presentations, documents and other materials referenced and/or linked-to herein, is designed to provide information to you — not to create an attorney-client relationship that does not already exist. None of these materials is offered, nor should be construed, as legal advice. Accordingly, nothing about your receipt of this presentation or information (including if you provide us with confidential information) or any communication with Kirkland & Ellis or any of its attorneys regarding the same will, except to the extent otherwise provided in a written agreement with Kirkland & Ellis, establish an attorney-client relationship with Kirkland & Ellis or any of its attorneys that would preclude Kirkland & Ellis or any of its attorneys from representing others with interests adverse to you in this or any other matter.