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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:

- ▶ **Planning and Coordination**
 - 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 
- ▶ **Workplace Infection Control and Screening**
 - Policy on Social Distancing and Other Infection Control Measures 
 - Policy on Employee Screening for COVID-19 
 - Employee Screening Attestation 
- ▶ **Infected Employees and Workplace Exposure**
 - 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 
- ▶ **Signs and Informational Posters**
 - Stop the Spread 
 - Stay Home from Work if Sick 
 - How to Do Social Distancing 
 - Coughing and Sneezing Etiquette 
- ▶ **Remote Working and Travel**
 - Policy on Telecommuting During the COVID-19 Pandemic 
 - Policy on Travel Restrictions 

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