**[COMPANY] Pandemic Response and Return to Work Plan**

**Objective**

The Company is committed to providing a safe and healthy workplace for its employees, customers/clients, vendors, and guests. In furtherance of this commitment, the Company takes a conscientious and collaborative approach to prevention and precaution to address public health concerns related to a pandemic, such as COVID-19. The Company is taking action to safeguard business operations and mitigate the spread of the pandemic to ensure health and safety of all involved.

**Remote to Office Transition and Continuity**

The Company is continuously monitoring information from the Centers for Disease Control (CDC), the World Health Organization (WHO), the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and state and local agencies to align our actions with the latest recommendations and guidance. The Company is maintaining regular communication with employees to ensure their health and safety, as well as that of clients/customers, vendors, and guests.

When possible and feasible with business operations, employees who are able to work remotely are encouraged to do so until further notice provided by Human Resources. The Company has deployed technology and procedures to enable our employees to operate effectively while working remotely and continues to seek ways to improve and streamline such processes.

Employees who [must/desire to] return to the office will be scheduled to do so in phases to accommodate sufficient physical distancing. [Human Resources/supervisors] will create and communicate the return schedule to those impacted. Employees who return to work in the office are encouraged to limit their travel to commuting to and from their primary work location to the extent possible. Individuals requiring accommodation to the return schedule or any other component of this plan due to a disability or other vulnerability should contact Human Resources.

The Company’s offices remain closed to clients/customers, guests, and non-essential personnel.

*THE REMAINING PAGES OF THE MYHRCOUNSEL PANDEMIC RESPONSE PLAN WILL BE DRAFTED FOR OUR CLIENTS AT NO ADDITIONAL CHARGE. IF YOU ARE NOT YET A CLENT, GO TO* [*HTTPS://WWW.MYHRCOUNSEL.COM/SUBSCRIBE*](https://WWW.MYHRCOUNSEL.COM/SUBSCRIBE) *AND SIGN UP FOR ASK HR™ - YOU WILL RECEIVE:*

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	+ *OUR ATTORNEYS PROVIDE “NON-DISCLAIMED LEGAL ADVICE*
	+ *OUR ATTORNEYS DRAFT EMPLOYMENT AGREEMENTS, SEPARATION AGREEMENT/TERMINATIN LETTERS, FMLA/FFCRA/EPSLA FORMS, ETC.*
* *ATTORNEY DRAFTED EMPLOYEE HANDBOOKS*
* *CRITICALLY!! ATTORNEY-DRAFTED PANDEMIC RESPONSE PLAN*