

SAFER

Safe Actions For Employee Returns

Employee Return to-Worksite Status

Because COVID-19 will potentially continue to present risks to workforces after parts of the country move into progressive response phases, employers should consider remaining flexible in their telework and leave policies to help prevent the spread of the coronavirus while also being sensitive to individual employee situations.

The following tablesⁱ present guidance on how to determine which employees should return to work, taking into account the individual employee's health status and other mitigating factors. The options for employee work status include (1) telework, (2) report to work, and (3) weather and COVID-related leave, which is granted if employees cannot safely travel to work for weather- or COVID-19 -related reasons.



Guidance when the worksite is closed

Scenarios		Telework	Reports to work	Weather and COVID-19 Related Leave	
If:	And:	Then:			
Employee is not exhibiting symptoms of COVID-19	is directed by a health professional to stay home	✓	✗	✓	
	is not directed by a health professional to stay home	✓	✗	✓	
	prefers not to come to an otherwise open worksite	✓	✗	✓	
	is at high risk of COVID-19 as defined by the CDC	✓	✗	✓	
	has children at home due to school or childcare center closures	✓	✗	✓	
	has a family member(s) who requires care and the family member is:	not ill	✓	✗	✓
		ill	✓		✓
	returns from travel and is directed by a health professional or supervisor to stay home		✓	✗	✓
	is designated as an emergency employee and ordered to report onsite		✗	✓	✗
	is ill for other reasons		use sick leave		
Employee is symptomatic of COVID-19, is ill, or cannot work		use sick leave			

Guidance when the official worksite is open

Scenarios		Telework	Reports to work	Weather and COVID-19 Related Leave	
If:	And:	Then:			
Employee is not exhibiting symptoms of COVID-19	is directed by a health professional to stay home	✓	✗	✓	
	is not directed by a health professional to stay home	✓	✓	✗	
	prefers not to come to an otherwise open worksite	✓	✓	✗	
	is at high risk of COVID-19 as defined by the CDC	✓	✗	✓	
	has children at home due to school or childcare center closures	✓	✓	✗	
	has a family member(s) who requires care and the family member is:	not ill	✓	✓	✗
		ill	✓		✗
	returns from travel and is directed by a health professional or supervisor to stay home		✓	✗	✓
	is designated as an emergency employee and ordered to report onsite		✓	✓	✗
	is ill for other reasons		use sick leave		
Employee is symptomatic of COVID-19, is ill, or cannot work		use sick leave			

ⁱ Adapted from the Department of Defense, “Civilian Duty Status and Use of Weather and Safety Leave During COVID-19 Pandemic.” Memorandum from the Undersecretary of Defense dated March 30, 2020.

