

# Supplemental Manager Checklist for Returning Furloughed Colleagues

Human Resources // 9-9-2020

## Overview

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To ensure that all colleagues are prepared to return to work in a safe and consistent manner, leaders with direct reports should follow the steps in this checklist.

Update this document with additional Health Ministry-specific information and send to people managers through your leadership communication channels.

See also the [Checklist & Communication Templates for Returning Colleagues from Furlough or Reduced Schedule](#).

## Required

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- \_\_\_ One-on-one meeting with returning colleague to welcome, orient, answer questions, share new expectations and standards.
- \_\_\_ TIS Service Now request to reactivate network and computer access. Use special System Access Request for "Return from Furlough." [See job aid](#).
- \_\_\_ System-wide updates:
  - Temperature check and screening at all building entries daily
  - Mask required to enter all buildings
  - ID badge required to enter all buildings
  - Social distancing maintained in workspace
  - Visitor guidelines
  - COVID-free zones
  - [Safety guidance for colleague personal travel](#)
  - [Attendance policy reinstated, if applicable for department]
  - Performance evaluations suspended for 2020
  - Introductory evaluations continue
  - Annual Mandatory Education due Sept. 30, 2020
  - [Add ministry-specific items here: e.g., Cashless cafeterias and food courts]
  - [Add ministry-specific items here: e.g., Music in public address system for COVID-patient discharge]

## Recommended

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- \_\_\_ Team meeting to welcome returning colleague. Add food if able.
- \_\_\_ Review of pertinent emails, such as COVID-19 Daily Read.
- \_\_\_ Encourage colleagues to review COVID-19 online resources at [Trinity-Health.org/COVID-19-Resources](https://Trinity-Health.org/COVID-19-Resources) [and if applicable add ministry-specific items here]
- \_\_\_ Assign buddy to assist returning colleague with re-entry if able.

\_\_\_\_ Review available Carebridge and other colleague-care resources at [Trinity-Health.org/Colleague-Care](https://Trinity-Health.org/Colleague-Care).

\_\_\_\_ Department/unit updates

- Who's here, who's furloughed, who's reduced hours, who's working remotely?
- Who's doing what tasks?
- What tasks are no longer being done?
- What has been redesigned?
- Webex and Microsoft Teams for virtual meetings
- [Add ministry-specific items here]