



COVID-19 RECALL CHECKLIST (5/27/20)

WHAT RULES APPLY TO RECALLS?

The White House and State Governments are moving to re-open the economy in stages, taking into account medical data as well as Safety & Health Guidelines provided by the CDC, OSHA, and State departments of health. In Hawaii, employers/organizations are being encouraged to re-open in accordance with the State's Reopening plan.

For employers who have laid off employees, re-opening will require plans to recall employees to work. The timing of your recall will depend upon your preparations for returning employees to work safely and in an organized fashion.

The following checklist has been prepared to assist employers in developing recall procedures. It is not legal or medical advice. Check with your legal counsel before finalizing your procedures.

STEP 1: DEVELOP DETAILED SAFETY & HEALTH PLAN

- **See Safety & Health Checklist (previously provided)**
 - Make sure your Safety & Health Plan is fully operational before recalling employees
 - Appoint a management-level employee to be responsible for ensuring the Safety & Health Plan is maintained and enforced

STEP 2: DEVELOP A STAFFING PLAN

- **Review State's Reopening Plan**
 - Identify restrictions in each phase that will impact your business/organization
 - Determine if restrictions in each phase will impact worksites/departments differently due to differences in operations
- **Develop A Written Plan Which That Takes Account Of:**
 - The number of employees needed for each worksite/department at each phase
 - Job duties and skill sets required by each worksite/department in order to meet restrictions set for each phase



STEP 3: DEVELOP RECALL PLAN

- **Determine method for selecting employees for recall (i.e. seniority, location, skills set, performance)**
 - Document selection criteria
 - Document selection process

- **Prepare written notice to for each employee that specifies:**
 - Return to work date
 - Position offered
 - Rate of pay offered,
 - Work hours
 - Supervisor
 - Applicable safety requirements

- **For unionized workers**
 - Provide copy of recall plan to union
 - Negotiate with union over recall process
 - Document agreement

- **Prepare written notice to Unemployment Insurance Division identifying recalled employees and effective date of recall. Identify contact person to answer questions from Division.**

- **Prepare notice to vendors, customers & public (when applicable) about re-opening.**

STEP 4: IMPLEMENT RECALL PROCESS

- **Prepare Managers & Supervisors for recall process**
 - Review Safety & Health Plan
 - Review Staffing Plan
 - Review Recall Plan
 - Review Communications

- **Train Managers & Supervisors on New Procedures**
 - Safety & health procedures
 - Standard Operating Procedures
 - New HR procedures



➤ **Distribute notices**

- Recalled employees
- Unemployment Insurance division
- Vendors, customers & public

➤ **Train employees returning to work**

- Safety & health procedures
- Standard Operating Procedures
- New HR procedures