

The New Normal

FORMS CHECKLIST

FOR THE WORKPLACE



PROOF OF VACCINATION

Plan for how employees will submit their proof of COVID vaccination, as well as which procedures and forms will be necessary to securely approve and maintain these records. Don't forget to include:

- Proof of Vaccination Form
- Documentation for Vaccinations
- Documentation for Proof of Medical Exemption
- Proof of Vaccination Approval plan

PROTOCOLS FOR VACCINATED & UNVACCINATED EMPLOYEES

Employers will need to consider their protocols for both vaccinated and unvaccinated employees. For instance, will unvaccinated employees be required to show proof of negative COVID tests to enter the office? Will they need to wear masks, undergo daily temperature checks, or work remotely?

These questions and more should be addressed and documented to ensure the safety of your workplace.

- Vaccinated Employee Procedures
- Unvaccinated Employee Procedures
- Social distancing policies
- Protocols in case an employee tests positive for COVID-19

REMOTE WORK POLICIES AND FORMS

Whether your organization opts for a remote, hybrid, or fully in-person workforce, addressing your policies may require certification or request forms for employees to complete, such as:

- Telecommuting Certification
- Telecommuting Request for Non-Exempt Employees
- Telecommuting Request for Exempt Employees
- Telecommuting Check-in
- Tips for Telecommuting



LEAVE FORMS

Given the health challenges that the pandemic presents, ensuring your organization has up to date forms regarding sick leave and other health or personal time off forms is crucial.

- Request Advance Sick Leave
- Family Leave forms
- COVID recovery time off forms
- Request for Voluntary Time Off
- Catastrophic Leave Request
- Donate Leave to a Colleague

TRAVEL FORMS

Updating travel forms according to the latest COVID travel requirements and your organization's travel policies can ensure that employees are up to date with safety procedure changes.

- Travel Policies
- Travel Request Form

WORK SAFETY

Which workplace safety policies and procedures have changed during the pandemic? Documenting these policies across departments and teams will be essential to educate your organization on the proper safety measures that are implemented or will need to be implemented in the workplace.

- Social distancing policies
- Mask policies
- Handwashing and hand sanitizing policies
- Food sharing policies
- Workplace sanitation and disinfection policies
- Maintaining proper emergency and first aid supplies

COMMUNICATIONS

How does your organization plan to communicate new workplace changes to employees? Whether it's via email, online task assignments and reminders, or messages communicated to teams by department heads and managers, developing a system or series of policies to keep employees informed of COVID changes is crucial. Topics may include:

- How your organization is implementing policies to keep workers safe
- Developing an emergency communication plan for urgent updates
- Communicating new workplace safety trainings
- If applicable, preparing policies for any media communications your organization may be involved in regarding COVID and pandemic-related topics

MANAGEMENT

While all employees should be expected to follow workplace COVID protocols, management and department heads can benefit from implementing a strategy for overseeing these workplace policies and changes. Consider the following ideas:

- Designating workplace COVID coordinators or asking that managers facilitate trainings and inform employees of updates to policies
- Assigning management or HR to keep track of ongoing changes and alerting workers if they are not complying with established policies
- Using an integrated online management system to seamlessly manage and update policy information for all employees

PUBLIC & CUSTOMER INTERACTIONS

Developing guidelines for how employees should communicate with the public and/or customers will help set expectations for face-to-face interactions.

- Guidelines for interacting with the public, including social distancing policies, mask policies, and other health policies
- Adjustments to frequency and type of face-to-face contact permitted (such as handshakes in meetings and office layout concerns)

PAPERWORK MANAGEMENT

Now consider how you will distribute and route all required paperwork to the various stakeholders within your organization, keeping in mind the risks of physical interaction and the time-sensitive nature of pandemic-related requests. Besides the need to minimize contact in the workplace from a health safety perspective, the pandemic has likely inundated your HR team with new standards and compliance requirements that involve an array of additional paperwork processes.

If you don't have a paperless system in place, now is the time to find an automated solution that will help your HR team automate the dissemination, tracking, and management of all your forms.

NEOED's eForms solution enables your HR department to digitize new and existing forms, organize and securely store submissions, easily manage workflows, and automate tracking and approval processes – all while adhering to education compliance requirements. To learn more about implementing a digital form management system to simplify your COVID-19 and general HR form needs, visit NEOED.com.

NEOED is the leading provider of a comprehensive human capital management solution for educational institutions. Dedicated to supporting the complex needs and compliance requirements of education HR teams, NEOED's suite of three integrated modules – Recruit, Develop, and Manage – provide a centralized platform for managing the entire employee lifecycle. NEOED is a division of NEOGOV, which was founded in 2001 and serves over 6,000 public sector organizations. More information at www.neoted.com.

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