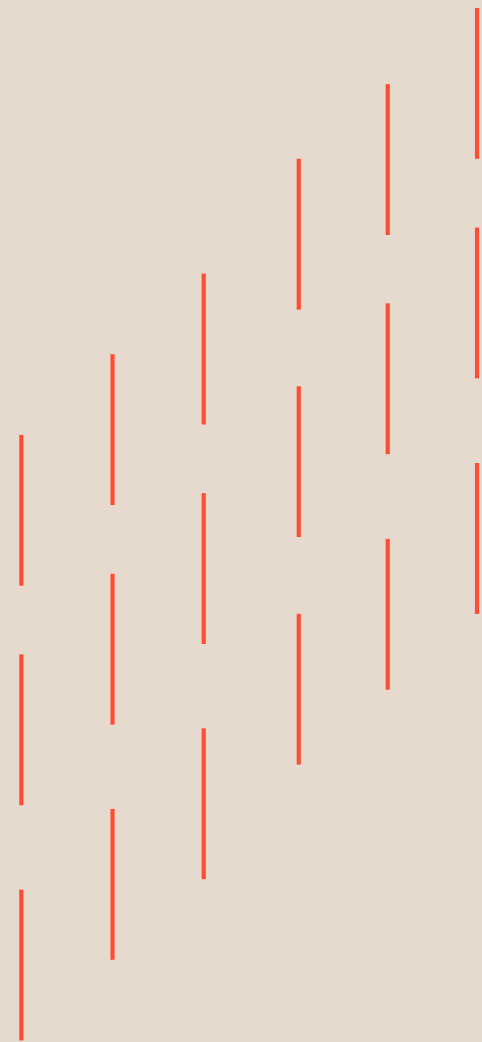


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# Checklist:

## Reopening of business after lifting restrictions

Dear Ladies and Gentlemen!

ALRUD experts have prepared this material for HR-directors, compliance officers and heads of legal departments on the step-by-step removal of restrictions, after the lockdown. It covers the main steps of reopening your company and returning your employees to work in offices / in your company's premises, in accordance with federal regulations, including recommendations of the Federal Service for Surveillance on Consumer Rights Protection and Human Wellbeing (Rospotrebnadzor).

Please note that regional regulations may substantially differ, depending on the epidemiological situation in each region. *Please additionally monitor local requirements of the Russian region where the company operates.*

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# PREPARING RETURN TO OFFICES / COMPANY'S PREMISES

## ORGANIZATIONAL MEASURES



Define **periods (stages)** of step-by-step returning to the company and its employees to normal activity



Define **departments** sufficient for prompt reopening, as well as **employees** necessary on company's territory, in the initial stage



Other employees may continue working **remotely** or, if impossible, extend **sick leave certificates, paid or unpaid leaves**, etc., until all restrictions, as well as the high-alert regime, will be cancelled, in the relevant region of Russia



Moreover, at all stages of removal of restrictions, employers shall assist **employees of the at-risk category** (persons over 65, pregnant women, etc.) with **ensuring the self-isolation regime** and suspend them from working on company's territory

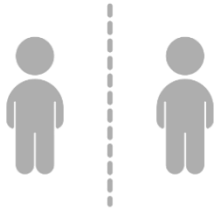
Employers are recommended to eliminate physical contact between employees, as much as possible, and **separate the personnel**, for example, by means of:



- placing employees on different floors / in separate rooms
- introducing shift work, with different starting and ending times for each shift
- limiting movement of employees within the company's premises
- arranging visits to canteens, or lunch points
- cancelling or rescheduling internal corporate events, limiting the participation of employees in public (mass) events

# PREPARING RETURN TO OFFICES / COMPANY'S PREMISES

## ORGANIZATIONAL MEASURES



Define the necessity of ensuring **social distancing** (minimum – 1,5 meters) in workplaces and take the respective measures to:

- ensure reorganization of workplaces
- ensure installation of partitions



- Define the **procedure and terms** of noncontact measurement of employees' body temperature, disinfection of workplaces, employees' health survey, medical examinations (in cases specified by law), visiting canteen and lunch points
- Define the necessity of using **personal protective equipment (PPE) of respiratory system** (masks, respirators) and/or **PPE of hands** (gloves)



Wearing PPE of the respiratory system is obligatory, except for cases where the employee places are **in isolated premises**, with no presence of other persons

Wearing PPE of hands is obligatory **in your company's public places** (elevators, lunch points, etc.), as well as in case of **physical contact with objects** used by other people, including door handles, handrails, and other similar objects

Identify **the employees responsible** for:

- measuring employees' body temperature
- disinfection of premises
- movement of objects between departments and cabinets
- surveys of employees' health and health of persons residing with them
- controlling of wearing PPE

# PREPARING RETURN TO OFFICES / COMPANY'S PREMISES

## ORGANIZATIONAL MEASURES

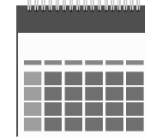


Define the procedure of **informing employees** (using info stands and newsletters, instructing employees, etc.) on the following issues:

- clinical features of COVID-19
- necessary actions when these features are detected at home, or in the workplace
- COVID-19 preventive measures, personal and public hygiene
- rules of using work clothing and PPE
- undesirability of planning and conducting vacations in countries, and regions of Russia, with an unfavorable epidemiological situation
- hotline phones and official information resources
- liability for the dissemination of false information



Organize **transporting of employees** to workplaces / to places of their residence by corporate transport / taxi



Reschedule **internal corporate events and business trips**, if possible



**Mainly use** electronic communication methods, as well as telephone and video conferencing, to transfer information



Define the availability of **material and technical base** for the implementation of sanitary and epidemiological requirements (e.g. thermometers, markings, partitions, etc.) and define the need for its additional acquisition

# PREPARING RETURN TO OFFICES / COMPANY'S PREMISES

## FORMALIZATION OF THE DECISIONS



● Adopt the **general local normative act** (regulation, order) regulating the procedure of step-by-step reopening of your business and implementing new sanitary and epidemiological requirements / **amend current local normative acts** of the company (Health & Safety Regulation, etc.)



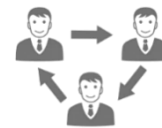
● Familiarize employees against signature with the adopted general local normative act / amendments to current local normative acts of the company



● Formalize **the transfer of employees** back to office work (e.g., adopt **an order**, conclude an **additional agreement** on transfer from remote work to work on company's territory with employees starting work from office (if necessary))



● Adopt **an order on the appointment of employees responsible** for temperature measuring, disinfecting, etc., (if necessary) supplement **job descriptions**, or the **list of job duties**, of such employees, specified in employment contracts / annexes to them



● In case of introducing or amending **the shift schedule** – approve new shift schedule and familiarize employees with it, at least one month prior the date of entry into force



Employer may adopt the number of additional local normative acts, in order to **bring the employee to disciplinary liability** for violation of sanitary and epidemiological rules

React promptly (formalize all necessary documents) on **employees' violations of labour discipline**, in strict accordance with the requirements of the procedure

# AFTER RETURNING TO OFFICES / COMPANY'S PREMISES

## ORGANIZATIONAL MEASURES

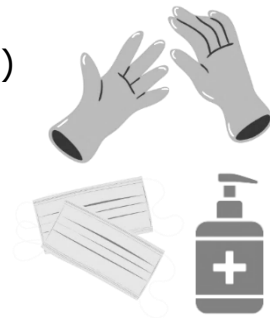


Conduct **regularly**:

- disinfections
- noncontact measurement of employees' body temperature, including measurement at the entrance to the company (obtaining their consent is not required)
- surveys of employees' health and health of persons residing with them
- preliminary and regular medical examinations (in cases specified by law)

● If necessary, provide (at employer's expense) **PPE for respiratory systems and hands**

● Organize **places for hand disinfecting** with skin antiseptics and / or disinfectant wipes (in particular, at the entrance to the company)



- If possible, exclude third-party access to company's premises, organize **contactless work** of internal and external courier services
- **Inform employees** on established requirements and other sufficient data (in particular, by conducting trainings)



Requirements for Moscow companies:

- conduct at their own expense **COVID-19 testing of not less than 10% of employees**, based in the employer's premises every 15 days, starting from June 1, 2020
- initiate an **ELISA testing** on immunity (antibodies) to COVID-19

## AFTER RETURNING TO OFFICES / COMPANY'S PREMISES

### FORMALIZATION OF THE DECISIONS



- Receive from employees **original copies** of applications, additional agreements on transfer to remote work and other original documents, which preparation is **required in writing**, if, during the lockdown, such documents were formalized by exchange of scanned copies, or signed with employee's electronic signature



- It is recommended to inform employees of new requirements by **providing trainings** with **special registers** (signed by employees)



It is recommend to formalize and confirm performing the requirements and recommendations by an employer through **keeping the following registers:**

- disinfections
- noncontact measurement of employees' body temperature, including measurement at the entrance to the company (obtaining consent is not required)
- surveys of employees' health and health of persons residing with them
- preliminary and regular medical examinations (in cases specified by law)



# Contacts:



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*We hope you find the checklist useful!*

*ALRUD specialists have extensive expertise and will be glad to provide any legal support concerning the return of employees to the company's offices / premises, including the preparation of all necessary local regulations, orders, additional agreements and other documents that are necessary from the perspective of federal and regional regulations.*



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