

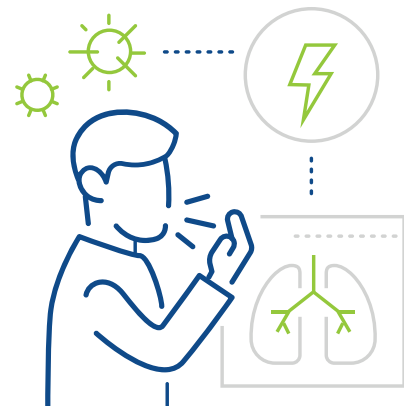


# Guidelines for Returning to Work

On April 16, 2020, the White House released a set of guidelines titled Opening Up America Again for state governors to follow when making decisions around reopening workplaces. Each state will have an independent plan, but the general guidelines for businesses are below.

## General Guidelines

- Implement Procedures for Workforce Contact Tracing
- Monitor Workforce for Indicative Symptoms
- Promote Telework and Exercise Social Distancing
- Perform Regular Sanitation
- Close Congregating/Common Areas
- Restrict Business Travel
- Perform Temperature Checks  
(see page 2 for more on how we can help)



## Why is Contract Tracing So Important?

Today, Contact Tracing enables health authorities to identify close contacts of individuals who have been exposed to COVID-19 and isolate them, helping to break the chain of transmission of the virus. As more people return to work, Contact Tracing will enable health authorities to prioritize testing and ration much-needed healthcare resources.

## How Granular Should I Get With Implementing Contact Tracing for My Business?

A well-managed COVID-19 Contact Tracing policy is an important mechanism for mitigating the risk of infection impacting your business operations. The more granular you can track contact between employees, the better, as this prevents a wide-spread quarantine of your workforce and limits outbreak within your team. Additionally, a strong policy offers both reassurances to your employees and customers, and to community health officials who are working diligently to contain the pandemic.



## How Can TCP Help With Contact Tracing?

For more than 30 years, TCP has been tracking the movement of people throughout the industry. We've tracked time, locations, and costs for enterprises of all sizes and have a suite of tools ready for rapid implementation during these challenging times. Using TCP's time clocks and mobile apps, you can collect location and symptom information from each employee multiple times each day and aggregate this data in reports and dashboards as required.

Additionally, our touchless [Thermal Sensor temperature reader](#) attachment offers an ideal way to monitor and track employee health. TCP's TimeClock Plus software then automates reporting for visibility by location, device, time of day, and even employee. Once you've identified a possible hazard, utilize these reports to identify who shared proximity based on location, time, schedule, or device and notify those individuals to limit further exposure.

## Contact Tracing Is a Standard Feature With TCP

### Employee Scheduling

Utilize TCP's Scheduler to separate your workforce ahead of time. Know who should and shouldn't be working, and use exceptions to flag when employees come in too early, come in late, or when they are not scheduled, etc.

- Start tracking exempt employees (temp) for full workforce visibility.
- Additional Employees have the same reporting data as clockable employees.
- You can keep these employees in the TCP system after COVID-19 for just leave (non-clockable) or remove them from the system.
- Bring on this staff at a lower price.



### No-Touch Hardware & Mobile App

- You can collect location and symptom information from each employee multiple times each day and aggregate this data in reports and dashboards as required.
- Rapidly deploy pre-configured proximity readers for no-touch employee time and location tracking.
- Retrofit existing TCP hardware yourself or with our assistance without the need for a major investment.
- Adopt mobile apps with geo-location for a 1-to-1 hardware alternative where necessary.



## Ask Questions During Clock-In and Clock-Out Actions

- Ask a number of customizable questions as they perform clock operations throughout the day
- Can be applied to exempt employees who also use our time clocks to clock in and out

## Real-Time Reporting

TCP's TimeClock Plus software automates reporting for visibility by location, device, time of day, and even employee. Once you've identified a possible hazard, utilize these reports to identify who shared proximity based on location, time, schedule, or device and notify those individuals to limit further exposure.

- Punch Location Report - identify where employees clocked in/out
- Weekly Punch Report - see all punches for the week
- Attendance Monitor - easily search for overlapping employees
- Employee Status - for better visibility, name your devices
- Schedule Variance Reports - make sure employees are clocking to their scheduled shifts
- Shift Note Report - track responses to questions such as "Are you feeling ill?" during clock operations

## Helpful Links

[OSHA Guidance on Preparing](#)

[Workplaces for COVID-19](#)

[CDC Guidance for Businesses and Employers Responding to Coronavirus Disease](#)



**Want to know more about TCP? Let's talk.**

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