The purpose of this document is to guide conversations and assessment of individuals who are returning to employment. The following questions can be used to gather information so each individual and their team can make an informed decision about the individual’s return to work. Team should include the individual, employment services staff, family/guardian, household members, and employers.

Level of Interest and Concern About Restarting Employment
- What are the individual’s thoughts about returning to work?
- Does the person have any issues that they are worried or concerned about?
- What is the person looking forward to about returning to work?

Individual Risk Assessment
I. General Health Status
II. Residential Support Considerations
III. Employer Considerations
IV. Transportation Services

I. General Health Status
- Does the individual fall in a high-risk category or do they have typical health risks?
- How does working or not working impact this individual’s mental health?
- Is the individual at risk of losing employment if they do not return to work?
- Is the individual dependent on their income from employment?
- What is the impact of employment on other benefits? (MEPD, SSI, etc.)
- Is the individual able or do they require accommodations to follow safety precautions such as:
  - Wearing a mask
  - Handwashing
  - Physical distancing
  - Wearing gloves
  - Limiting contact with surfaces
  - Other(s) as specific to job
- Is the individual able to understand and follow employer safety requirements related to COVID-19?
- Does the individual have access to needed PPE to meet employer guidelines?
- Is there additional training the individual needs to complete prior to returning to work?
- Are there necessary accommodations for the individual to follow the employer safety requirements related to COVID-19?
- Is individual able to quarantine if exposed to COVID-19?
- Does the organization follow a daily checklist to assess the individual for symptoms of COVID-19? Consider the timing of this assessment, i.e. prior to going to work, and upon arriving home.
II. Residential Support Considerations

- Will returning to work impact the individuals living situation?
  - What rules has the household been utilizing regarding COVID-19?
  - Will a return to work impact those rules?
- What practices will need to be followed to keep all individuals living in the household safe?
- What is the plan if one of the household members is exposed to COVID-19?
- Is anyone in the household in a high-risk category?
- Are all household members/guardians aware of the risks involved with a return to work and consent to continued living in the household based on those circumstances?
- Is anyone in the household in quarantine, or expected to be quarantined? (examples: travel out of state, contact tracing, etc.)
- What practices will be used when the individual return home each day to decrease the risk of exposure to the household?

III. Employer Considerations

- Provide workplace information
  - Name, location, and nature of the business
  - How many people work at the business?
  - How many people are in the individual’s workspace?
  - Does the employer have a COVID-19 plan? (If so, review and attach if available)
  - How many days does the individual work at the business? How many hours per day?
  - What is the risk of COVID-19 in this type of work setting?
    - Has there been an outbreak in similar work settings?
    - Have there been positive cases at this employer location?
- What policies and practices has the employer implemented related to COVID-19? Consider the following:
  - What cleaning protocols is the employer following, including work-stations, common spaces, restrooms, breakrooms, etc.?
  - How is the employer maintaining social distancing protocols?
  - Is there a safe place for meals to be eaten?
  - Does the employer provide the appropriate level of PPE?
  - Is there training offered to employees (and DSPs providing employment support) on increased safety requirements?
  - What are the employer’s conditions for return to employment?
  - Is the work location indoors or outdoors? (indoor is higher risk)
  - What kind of ventilation does the workspace have?
  - How long will the individual be in the work environment?
  - Will the individual have frequent contact with public or co-workers?
  - Does the individual’s job require high-touch activities?
  - Does the person have normal access to the bathroom?
  - Will the individual’s participation in the work location pose risk to others?
  - How will the individual access PPE if the employer does not provide it?
- What will the individual need to do to comply with above employer considerations?
- Has the employer committed to holding the individual’s job until it is safe for them to return?
IV. Transportation

- What is the individual’s mode of transportation?
- Consider the following risk factors for transportation:
  - How many individuals will travel together in a vehicle?
  - Will the individual be traveling with household members or staff?
  - Is the vehicle being used for other individuals?
  - Is the vehicle being cleaned between uses?
  - Does the individual have the ability to social distance in the vehicle?
  - What is the amount of time the individual will be in the vehicle?
  - Can the windows be opened on the vehicle for proper ventilation?
  - Does the individual have the ability to follow safety precautions during transport?
  - Do other passengers have the ability to follow safety precautions during transport?
  - What is the individual’s need for PPE during transport?

Employment Services Staff

I. Staff Risk Assessment

II. Staff Training and Support

I. Staff Risk Assessment

- Does the individual fall in a high-risk category or do they have typical health risks?

- What is the employment services staff risk to spread COVID-19 to others?
  - What is the staff’s home setting?
  - What other places do the staff visit?
  - Has the staff traveled out of state?
  - Does the staff have the ability to follow safety precautions?
  - Will the staff be providing close personal care, teaching, or behavior support?
  - Will the staff be supporting other individuals?

- Does the employment services staff work in other locations where risk of COVID-19 is high?
- Has the employee been trained on organizational protocols for daily symptoms screening prior to providing supports?
- Is a plan in place if support staff are unavailable, or become unavailable, due to COVID-19 emergency?
- Does the organization have the capacity to support employment services staff to follow safety requirements in a community-based setting with limited supervision?
- If current employment services staff cannot work with the individual is there another staff that can support the individual?

II. Staff Training and Support

- Has the staff received agency specific COVID-19 safety training?
- Has staff completed mandatory trainings?
- Has training been documented in employee file?
- Has staff received specific training on COVID-19 related safety measures for supporting individuals where they work?
  - What is the organizational support plan for employment staff providing services?
  - Are there any changes to organizational procedures to service documentation?
- Does staff have access to appropriate PPE?