

## Client Advisory

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# ADP Return to Workplace Features Enhancements

Recently we notified our clients of the availability of the **Return to Workplace** solution in ADP Workforce Now®. This tool offers the ability to track proof of vaccination as well as weekly COVID-19 test results. Additionally, it includes vaccination status surveys, health attestation, and contact tracing capabilities. ADP has made new enhancements to this feature to keep you and your employees healthy and safe in the workplace.

### Track Employee Vaccination and Testing:

- Prompt employees to upload their proof of vaccination.
- Allow unvaccinated employees to securely upload negative COVID-19 tests.
- See real-time data for employee vaccination and COVID-19 test results.
- Facilitate contact tracing and return-to-work efforts with connected capabilities.

### Collect Employee Contact Information:

Available through the **Attestation Survey** is the option to collect employee contact information. If employees respond **no** to the Attestation Survey, you can ask them to provide their phone number and email address to allow you to follow up with them more easily in case their contact information has changed. The contact phone and contact email can be viewed in the **People and Contact Trace** grids within Return to Workplace.

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### COVID-19 Negative Test Results Tracking:

- In the People grid, the **Actions** column allows you to view COVID-19 test history as well as corresponding proof uploaded by the employee for each negative test result.
- Employees can upload negative test results without providing an update on their vaccination status if they have already answered the vaccination survey.
- Employees with an assigned Return to Workplace date who meet the criteria below will automatically receive email and push notifications asking them to update their negative COVID-19 test results:
  - Employee answered that they're not fully vaccinated, partially vaccinated, or prefer not to say **and**;
  - Employee uploaded negative COVID-19 test results more than seven days ago **or** employee has not uploaded any negative results.

Click [here](#) for more information on the Return to Workplace tool, as well as the handy links below:

- [Return to Workplace Vaccination Survey](#)
- [Return to Workplace \[Video\]](#)
- [Return to Workplace Feature](#)

## Employer Next Steps

- Reach out to your Client Account Manager if you have any questions on how to set up this **Return to Workplace Solution**.

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