RETURNING TO THE WORKPLACE COVID-19 CHECKLIST

Are you ready to reopen your business? Here are some operational and compliance aspects to consider when re-opening after COVID-19.

COVID-19 COMMITTEE

- ☐ Elect key individuals to form a COVID-19 Sub-Committee
    - Meet multiple times a week;
    - Elect contacts to facilitate employee feedback, and
    - Monitor state and federal guidelines.
- ☐ Assign a COVID-19 Workplace Coordinator
    - Responsible for supplies, and
    - Communication back to committee.
- ☐ Document the mission and purpose of the committee and share with all employees
- ☐ Develop a "Return to Work Survey" for employees
- ☐ Develop COVID-19 FAQ sheet

PERSONAL PROTECTIVE EQUIPMENT

- ☐ Masks
    - Government agencies may require face coverings for certain industries.
    - Determine if you, as a company or certain areas within your company, will require face coverings.
        - o If required, determine a plan for sourcing, obtaining, and distributing to employees.
        - o Determine the level of protection and required use, if applicable.
    - Allow employees to wear coverings if it will make them feel more protected.
- ☐ Gloves
    - Handwashing with soap and water for a minimum of 20 seconds is still the best option along with hand sanitizer, but protective gloves can assist with peace of mind.
- ☐ Sanitizer
    - Provide hand sanitizer located at all entry and exit points;
    - Provide disposable disinfectant wipes so employees can wipe down commonly touched surfaces;
    - Discourage sharing of equipment where possible, but if sharing is required, employees should sanitize after each use, e.g., phones, desks, copiers, etc.;
    - Provide tissues and no-touch disposal containers where possible, and
    - Discourage congregating and use of common break areas and kitchens.
- ☐ Social Distancing
    - Set workspaces 6 feet apart if possible. A bare minimum of 3 feet in some cases.
    - Think of creative ways to put up barriers for social distancing.
        - o Place signage as reminder, and
        - o Place visual cues such as tape, paint, spacers, etc.

- Manage the flow of traffic to limit social contact, and if possible, keep records of who is coming and going in your workplace.
- Continue meetings remotely, if possible, instead of individual offices or conference rooms.
- Consider staggering start and end times for employees where possible.

POLICY AND PROCEDURES

- ☐ Develop a written statement about proactive measures taken to ensure safety.
- ☐ Update employee manual for specific COVID-19 Policies and Procedures.
- ☐ Develop a uniform policy for handling procedures such as:
  - Fair and just measures as to which employees will be returning to work and why.
  - Employee objection/complaints:
    - o Keep HR informed;
    - o Have HR document steps created and measures followed to address concerns;
    - o Investigate complaints as you would any other harassment or discriminatory complaint, and
    - o Implement a policy to distinguish between an individual who has an illness or COVID-19 vs. a generalized fear of returning to work.
  - Confidentiality/Medical Records:
    - o Maintain any medical records and related documents in a separate file from normal employee personnel files;
    - o Taking Temperatures:
      - Determine if you take temperatures of all employees or only those who report illness,
      - Assign individuals responsible for taking the temperatures, e.g., HR Managers, etc., and
      - Establish a policy for what is considered a fever and what should be done if an employee presents with one.
    - o Educate staff and employees to take extra precautions on discussions and disclosures of individuals who may have COVID-19 or suspected cases, and
    - o Amend Paid Time Off Policies to include FFCRA
      - Implement leave requests and tracking procedures for paid leave.