**Coronavirus (COVID-19) Return-to-Work Checklist**

|  |
| --- |
| **1. Ensure It Is Safe to Return** |
| Comply with state and local safety orders. |  |
| Provide for appropriate personal protective equipment (PPE). |  |
| Check all workplace ventilation systems. |  |
| Add handwashing/sanitizer stations to the workplace. |  |
| Stagger employee returns and shifts. |  |
| Consider whether uniforms should be put on/off at home or in the car (if applicable). |  |
| **2. Decide Organizational Approach for Reopening** |
| Consider how reopening will affect business goals. |  |
| Evaluate whether some parts of the business should open while others remain closed (depending on location and other factors). |  |
| Weigh a phased-in return with the most essential workers returning first.SAMPLE |  |
| Identify location(s) covered by a collective bargaining agreement if applicable and ensure compliance with its terms. |  |
| Determine which employees should return. |  |
| Consider employees' readiness to return. |  |
| **3. Follow CDC and OSHA Obligations** |
| Review all applicable guidelines and information issued by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA). |  |
| Establish a policy for regular cleaning and disinfecting of the workplace. |  |
| Acquire any ongoing necessary supplies. |  |
| Conduct temperature checks (but be aware that some people with COVID-19 do not have a fever). |  |
| Implement a social distancing policy in the workplace. |  |
| Educate employees about social distancing and advise them to avoid touching co-workers' equipment or desks. |  |
| Develop a response plan to implement if employees test positive for coronavirus or experience symptoms. |  |
| Remember that guidance may change as the pandemic continues to evolve. |  |
| **4. Consider Reorganizing the Workplace Setup** |
| Eliminate the use of common areas. |  |
| Increase physical space between employees. |  |
| Set-up cubicles rather than an open floor plan. |  |
| Consider one-way signs in hallways (to ensure social distancing). |  |
| Eliminate communal desks. |  |
| Use plexiglass or other barriers if appropriate to reduce the chance of exposure. |  |
| **5. Develop a Screening Process** |
| Prepare to implement temperature screenings when employees arrive at the workplace. |  |
| Choose a temperature screener(s). |  |
| Ensure all temperature screeners have facemasks and other appropriate PPE. |  |
| Define what is considered a fever. |  |
| Ensure temperature tests are accurate and reliable. |  |
| Consider asking questions about other COVID-19 symptoms. |  |
| **6. Safeguard Employee Privacy** |
| Provide a private setting for temperature screenings. |  |
| Ensure confidentiality of the screenings. |  |
| Maintain all information about employee illness as a confidential medical record in compliance with the Americans with Disabilities Act (ADA) and all other applicable privacy laws. |  |
| Follow any applicable state or local privacy notification laws. |  |
| Confirm that individuals checking temperatures are fully trained. |  |
| Develop a plan to prevent having employees line up for screenings. |  |
| **7. Accommodate Employees** |
| Consider telework options for higher-risk employees or other options that reduce chances of exposure.SAMPLE |  |
| Evaluate whether restructuring positions will help accommodate employees. |  |
| Weigh other jobs that may continue to be performed remotely. |  |
| Remind employees of Families First Coronavirus Response Act (FFCRA) leave entitlements, as well as applicable state or local leave entitlements. |  |
| Address employee requests to continue working from home. |  |
| Anticipate increased time off and other accommodation requests. |  |
| Understand that employees with preexisting conditions, including mental health conditions, may have more difficulty returning to work and may require accommodations under the Americans with Disabilities Act (ADA). |  |
| **8. Prepare for Possible Business Disruptions** |
| Analyze the threat of possible new outbreaks. |  |
| Know what to do if an employee may have COVID-19. |  |
| Prepare managers for potential business disruptions. |  |
| Identify alternative supply chains. |  |
| Cross-train employees so the workplace can operate even if others are absent. |  |
| Have an alternative plan ready in case the physical worksite needs to close again. |  |
| **9. Develop Communication Strategies** |
| Train managers on communication strategies. |  |
| Detail new safety protocols for the workplace. |  |
| Respond to any employee concerns. |  |
| Display empathy. |  |
| Communicate with customers to ensure their compliance with safety precautions. |  |
| Speak with business partners about response plans. |  |
| Prepare a media communications strategy in case there are workplace exposures. |  |