

RECOVERY AND REOPENING CHECKLIST

WORKPLACE SAFETY FOR EMPLOYEES

- Able to adhere** to Federal, State and local public health and worker safety guidelines
- Have clearly written policies** in place and ready to distribute to employees upon their return
- Assign a staff person** to be available to answer all questions, concerns and policies regarding Back to Work (BTW)
- Stagger employees** returning to work to slow any risk of infection
- Identify available alternative work assignments** for workers/volunteers upon requests due to concerns related to workplace safety. Priority should be given for workers/volunteers who are considered high-risk/vulnerable as defined by public health officials
- Train workers/volunteers** on symptom detection, sources of high risk to COVID-19, prevention measures (including household suppression) and leave benefits/policies (e.g., UI for workers that need to self-quarantine)
- Maintain physical distancing wherever possible** of 6 feet, (in all directions)
- Avoid gatherings** of >10 people in any office meeting room or shared social space (e.g., cafes, lobbies); everyone should maintain physical distancing of at least 6 feet (in all directions)
- Routine sanitization** of high-touch surfaces and shared resources (e.g., doorknobs, elevators, vending machines, points of sales)
- Ask workers/volunteers resuming on-premise work** to confirm they have not experienced symptoms for 14 days prior to return; ask for worker/volunteer self-certification of being symptom-free on an ongoing basis
- Ask workers/volunteers to self-quarantine** per local public health and safety guidelines if confirmed to have COVID-19 or exposed to confirmed case
- Provide workers/volunteers with masks** for any public-facing job and/or those whose responsibility includes operating within physical distancing limits of 6 ft. for extended periods of time
 - Note: N95 masks should not be used except for public health approved roles

- **Consider taking temperatures** of employees and volunteers daily
- **Allow more frequent** breaks for hand washing and encourage frequent trips outdoors for fresh air exercise
- **Response protocols** for workers, volunteers and visitors reporting symptoms and/or are confirmed to have COVID-19 (e.g., isolation)
- **Avoid non-essential travel** and recommend self-quarantine per local public health and worker safety guidelines after any high-risk travel as defined by the CDC (e.g., international travel)
- **Have the ability to log all workers and volunteers** that come on premise for purposes of supporting public health contact tracing
- **Available contact** for all workers, volunteers and visitors to report concerns and/or potential violations of the Safe Work Plan
- **Regular self-monitoring and updates** of the Safe Work Plan
- **Communication of Safe Work Plan** to all workers and volunteers including any future modifications