QUESTCO

RETURN-TO-WORK CHECKLIST

Prior to Reopening

Review the latest guidance from state and local governments, CDC, WHO, and OSHA as well as your local health department regarding the potential reopening of your non-essential business. ☐

Conduct a thorough risk assessment to identify COVID-19 hazards facing your business. Take into consideration tasks employees perform that will expose them to COVID-19. ☐

Train employees on COVID-19 related procedures or equipment required in accordance with OSHA and CDC guidelines, such as proper use of Personal Protective Equipment (PPE). ☐

Implement corrective actions and update current safety and health programs to address the COVID-19 hazards posing a threat to your employees or customers. ☐

Contact vendors regarding the availability of supplies. ☐

Contact customers to provide information regarding special control measures you may be taking as a result of COVID-19 hazards. ☐

Perform a thorough disinfection/sanitation of your entire facility following CDC guidelines. ☐

Health and Safety

Educate employees on company policies and procedures related to illness, cleaning and disinfecting, and work meetings and travel. ☐

Educate employees on how to reduce the spread of COVID-19 at home and at work following CDC guidelines. ☐

Encourage employees who are sick to stay home. Ensure that all employees who are currently ill or have contact with an ill family member stay home; follow the CDC guidelines for suggested length of time. ☐

Promote safe social distancing in the workplace. Encourage employees to remain 6 feet away from each other; clean computer desks, phones, and workstations often. ☐

Place posters throughout the workplace to encourage social distancing and hand hygiene. ☐

Policies and Notices

Post the Families First Coronavirus Response Act (FFCRA) poster in a visible place. For those employees who will remain working from home, send by email or post to employer intranet or employee website. ☐

Review and revise leave policies:
    Know how the FFCRA affects your previous policies and practices.
    Consider changing PTO/Vacation policies and revise guidelines to benefit the employees.
    Consider implementing a bereavement policy. ☐

Review and revise work from home policies. ☐

Update work travel policies pertaining to your state and any new practices being implemented in the workplace. ☐

Distribute all new or revised policies to all employees. ☐

Best Practices

Communicate frequently and as transparently as possible with employees:
    Provide expected timelines for recalling/rehiring employees.
    Provide returning employees with recall or offer letters. ☐

Train managers on dealing with employees that may face increased personal challenges during this time. ☐

Offer flexibility wherever possible with telecommute, schedule adjustments and adjusted workloads. ☐

Be aware of any local public health or other orders related to COVID-19 that may affect your business. ☐

Develop emergency communication plans, including ways to answer worker concerns. ☐

Contact customers to provide information regarding special control measures you may be taking as a result of COVID-19 hazards. ☐

Perform a thorough disinfection/sanitation of your entire facility following CDC guidelines. ☐

Please note this document is based on most recent federal, state, and local government guidance and subject to change.