

COVID-19 Return-to-Work Checklist for Businesses

As more and more states and organizations are planning to reopen and return to work, it is critical that businesses take action to prepare the workplace and employees for safe and successful return. We have developed a checklist of recommendations to help with the transition.

DEVELOP A RETURN-TO-WORK PLAN AND ENTRANCE APPROACH

Identify a workplace coordinator or team responsible for COVID-19 response and tasks.

Review HR policies and make sure time off and sick leave policies and practices are consistent with public health recommendations, changing regulations and workplace laws.

Consider providing employees with resources for mental health support.

Consider implementing a phased employee return approach.

- Examples: staggering shift times or dividing employees into groups that come in on certain days or weeks.

Determine who should return first.

- Consider volunteers and employees critical to business functions.

Consider temperature screenings or administering tests for employees entering the workplace.

Compare and combine best practices with your vendors to ensure your needs are always covered.

Have team members sign up for alerts and timely announcements from state and local health departments, as well as from the national Centers for Disease Control.

PREPARE THE WORKPLACE

Clean and disinfect facilities.

- You can leverage [CDC recommendations](#).

Provide extra cleaning and disinfecting supplies.

Practice routine cleaning of frequently touched surfaces.

Consider improving ventilation in the building.

IMPLEMENT SOCIAL DISTANCING PRACTICES IN THE WORKPLACE

Implement design changes to the workplace to accommodate distance between employees, customers, and visitors such as increasing physical space between employee worksites or use of partitions.

Establish guidelines for workplace behaviors:

- Limit or prohibit in-person meetings and offer virtual options.
- Limit the amount of people in one area at any given time.
- Review travel policies and monitor [CDC travel recommendations](#) to determine whether or not business travel is necessary.

KEEP YOUR PEOPLE HEALTHY AND SAFE

Monitor and communicate updates and guidelines to employees as the pandemic evolves.

Train employees on best practices to prevent virus spread:

- Wash hands often with soap and water for at least 20 seconds.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately six feet) from others when possible.
- Consider providing or encouraging use of face masks or gloves .
- Remind employees that wearing masks or personal protective equipment does not replace or eliminate the need for distancing and proper hygiene.

KEEP YOUR PEOPLE HEALTHY AND SAFE (CONT.)

Hang posters that encourage everyone to take maximum risk prevention.

Actively encourage employees that feel sick to stay home.

What to do if an employee is sick or suspected of being sick:

- Employees who have symptoms (fever, cough, or shortness of breath) when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.

EVALUATE YOUR PREPAREDNESS PLANS

Companies with business continuity and pandemic response plans should take time to evaluate their plan specific to their COVID-19 response to identify gaps and update for future interruptions. Here are some examples of information to gather when evaluating your plans:

- Expectations vs. realities
- What went well
- Areas for improvement
- Unforeseen challenges and response
- Alternative workspace options
- Remote work challenges

As the process of reopening and returning to work evolves, we encourage all businesses to follow [CDC](#) and [local guidelines](#) on reopening, social distancing and health best practices.

For further information on maintaining a culture of preparedness, contact one of our experts, or visit our resources for more helpful materials.

With an end-to-end solution, such as Agility Recovery, businesses can recover **4 times faster** than with no BCM solution.