

COVID-19: Office Re-opening checklist

Planning:

COMMUNICATION

- Prepare a clear & thought out communication strategy & protocols regarding returning to work to employees

HEALTH & SAFETY

- Consider having new health screening measures in the workplace, which could include but not limited to, staff temperature checks & symptom check ins
- Plan for disinfecting and cleaning the workplace, both prior to return and during, and providing proper PPE (Personal Protective Equipment) to employees
- Reconfigure workspaces to adhere to social distancing protocols
- Create a "return to work" plan for employees who have developed COVID-19 symptoms, or have tested positive

COMPLIANCE

- Find out if your business will have any federal, state, or local complications or regulations with returning to work

EMPLOYEE RECALL

- Decide which employees will be brought back for the return to work, and notify employees
- Speak with employees who are unwilling to return to work
- Prepare leave & accommodation policies & paperwork in line with new laws in regard to COVID-19

At Work:

EMPLOYEE RECALL

- Consider a staggered work schedule & recalling employees gradually
- For individuals who have been rehired and new hires, process paperwork accordingly
- Process & track leaves & accommodation requests related to COVID-19 as needed

HEALTH & SAFETY

- Give proper training measures for staff to ensure proper use of the new health & safety protocols
- Communicate with staff regarding new regulations, updates, and any new policies
- Monitor new cleaning & safety procedures to ensure ongoing compliance