

Pandemic Return-to-Workplace Checklist

Returning employees to the workplace during and after the pandemic is not as simple as announcing a reopening date and getting back to business as usual. The details of each employer’s plan to return will look different, but there are key factors to understand so that you can start preparing now.

Please read and review the following preparedness measures to reopen your workplace. All proper documentation, such as the on-site hygiene and cleaning practices, must be provided, reviewed, and acknowledged. Each workplace’s reopening may look different, so stay in contact with your Human Resources Business Partner for guidance or recommendations.

Your Name:	Date:
Organization Name:	
Are you the main contact for COVID-related questions or concerns at your org?	Yes No
If no, please list main contact:	
Main contact phone number:	
Main contact email:	

State or Regional Criteria

In order to reopen your workspace, your location must comply with a series of criteria listed below. Please answer these questions accurately.

You may find specific information on State Executive Orders and State data and policy actions here:

- [Executive Orders by State, COVID-19 Resources from The Council of State Governments](#)
- [State Data and Policy Actions to Address Coronavirus, KFF](#)
- [Coronavirus Testing by State Interactive Chart, Politico](#)

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| 1. Has there been a downward trajectory of influenza-like illnesses within a 14-day period: | Yes
No |
| 2. Has there been a downward trajectory of COVID-like syndromic cases reported within a 14-day period? | Yes
No |
| 3. Has there been a downward trajectory of documented cases within a 14-day period <i>or</i> a downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing or volume of tests?) | Yes
No |
| 4. Are hospitals able to treat all patients without crisis care <i>and</i> is there a robust testing program in place for at-risk healthcare workers, including antibody testing? | Yes
No |
| 5. Have the state or local authorities lifted stay-at-home restrictions? | Yes
No |

Preparing the Workspace

There are a few things you should be considering when reopening your workspace. Please answer the following questions as accurately as possible:

1. Have you been in contact with your landlord or building management and confirmed they are ready to begin reopening the workspace? Yes
No
2. Does landlord or building management require any special procedures or protocols? Yes
No
3. Are you and your staff able to meet them? Yes
No
4. Have you developed a communication plan** that includes, but is not limited to:
New procedures and protocols, including training;
Determining who can return to work and when;
New roles, responsibilities, and expectations;
Who to contact about illnesses Yes
No
5. Do you have the following supplies on hand: Yes
No
 - Paper towels
 - Hand soap
 - Hand sanitizer
 - Masks for all employees
 - Signage for reminders like handwashing and instructions for navigating the workspace
6. Do you have cleaning and social distancing protocols in place? Yes
No
7. Have all staff been trained on the cleaning and social distancing protocols? Yes
No
8. Have common areas been identified and have they been closed for congregating? Yes
No
9. Have you identified “shared” or “high-touch” items such as community phones, computers, computer mice, doorknobs and light switches, and has everyone been instructed to wipe down before and after use? Yes
No
10. Have you completed an evaluation with Human Resources to determine if there are any staff members that are part of a vulnerable population? Yes
No
11. Are there any special accommodations that can be made for them? Yes
No
12. Have you had employees acknowledge hygiene practices, social distancing requirements, and health self-monitoring? Yes
No

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| 13. Have you defined visitor protocols and communicated them to your staff?* | Yes |
| | No |
| 14. Have any employees that were asked to return to work refused to return? | Yes |
| | No |

Worker Safety

You will need to have workspace practices in place that maintain worker safety and health. Please answer the following questions as accurately as possible.

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|---|-----|
| 1. Are you checking in with staff regularly about their health, wellness, and safety? | Yes |
| | No |
| 2. Do you have a designated safe space for isolation if someone with Covid-19 enter the work site? | Yes |
| | No |
| 3. Do you have a procedure for checking that cleaning procedures are signed-off on and are completed regularly? | Yes |
| | No |
| 4. Do you have a procedure for checking to ensure that social distancing measures are being followed? | Yes |
| | No |
| 5. Do you have a procedure for keeping social distance on elevators and bathrooms? | Yes |
| | No |

Communication

Please check off if you have communicated the following with your staff:

- Communications plan**
- Disease case main contact**
- Cleaning checklist and protocols**
- Expectations for PPE to be worn while at work**
- Visitor protocols**
- Social distancing requirements**
- Personal hygiene maintenance**
- Policy changes**
- Workspace navigation changes**

Other Questions

These questions are more open-ended. Please complete the following questions as accurately as possible.

How have you defined essential business travel for your staff?

If certain staff were selected to return to the office, how did you identify these staff members?

If employees have been called back into the workspace, what is/are the reason(s) that they cannot continue to work from home?

Notes

For Human Resources Use Only

Please provide evidence to support these items.

Signature

Print

Human Resources – Signature

Human Resources – Print