

COVID-19 Return to Work Checklist

FACILITY PREPARATION

- Post signs to reinforce good hand hygiene.
- Post signs about cough and sneeze etiquette.
- Mark six feet distances in common areas; halls, entrances, locker rooms, break rooms, etc.
- Supply hand sanitizer at doorways.
- Post visitor expectations signs.
- Provide face covering for visitors that arrive unprepared.
- Provide non-contact thermometers at entries.
- Update visitor and contractor sign in logs to include health statement for COVID-19 symptoms.
- Provide contractor stickers or visitor badges that indicate they meet the health screening requirements.
- Supply disinfectant in common areas.
- Post conference and training rooms occupancy limits (50% of fire code or a maximum of 10 people, whichever is fewer). If possible, mark off or remove tables and chairs that must not be occupied.
- Flush water systems, including ice machines, that have not been regularly used to avoid potential *Legionella* bacteria exposure.
- Evaluate machining oil cleanliness prior to starting up equipment and flush/change out as necessary.
- Talk to HVAC contractor to comply with MERV rating of ventilation filters. Filter ratings of MERV 13 or greater can capture respiratory droplets. Filter ratings of 17 or greater can capture viruses.
- Install barriers between workstations if six feet cannot be maintained.

PROCEDURE UPDATES

- Schedule office/administrative staff to rotate work from home and in office to maintain six feet between occupied workspaces.
- Stagger department start times to minimize entrance and locker room occupancy.
- Implement temperature checks upon arrival at work.
- Stagger break and lunch times to minimize break room occupancy.
- Suspend hot desking practices.
- Assign daily disinfection of desks and workstations to appropriate personnel and update cleaning procedures.
- Establish appointments for customers and visitors. Consider social distancing limitations when determining how many visitors may be on site at any given time.
- Develop standard communication content for customers and visitors.

- Implement customer and visitor procedure for communication of expectations upon confirmation of appointments. Update PPE assessments to determine adequacy or reduce PPE usage.
- Establish relationship/contract with cleaning/sanitizing group, prior to needing services.
- Update incident/injury reporting procedure to include workplace exposure to COVID-19 per OSHA's guidelines issued 4/10/2020.
- Update infectious control plan per OSHA guidance.
- [Train staff on proper donning/doffing, storage and care of cloth face coverings.](#)
- [Train staff on removing soiled gloves.](#)
- Train staff on symptom reporting procedures.
- Remind/notify staff of requirement to stay home if ill.
- Consult HR/Legal about personnel policy changes.
- Limit events to less than 10 people in a space that can accommodate social distancing.
- Evaluate travel policies.

DAILY PROCEDURE UPDATES

- Implement employee and visitor protocol: face coverings, temperature checks, exposure/symptom questions. Upon arrival, check temperatures and ask visitors:
 - Are you feeling feverish today?
 - Are you experiencing shortness of breath or difficulty breathing?
 - Have you developed a cough?
 - Are you experiencing flu-like body aches?
- Disinfection of common areas and high touch areas.
- Disinfection of shared workspaces between shifts or individual users.

IN EVENT OF EXPOSURE OR SYMPTOMS

- Immediately isolate and seek medical care for individual with symptoms.
- Report suspected COVID-19 cases or exposures to the local health department.
- Arrange for deep sanitation of potentially affected areas.

[For more information visit our COVID-19 Resource Page.](#)

