

COVID-19 RETURN TO WORKPLACE CHECKLIST

1. Who Will Return, When?

- **Data sources and decision criteria?**
 - What data sources should we use to make our decisions?
- **What will our 'phased approach' be?**
 - Who comes back and when?
- **How do we find out employee sentiment + conditions?**
 - What cadence will we use to survey employees?
 - What will we ask?
 - What format will we use to ask (surveys, focus groups, representatives, manager tracking, etc.)?
- **What will our contingency and rollback strategy be?**
- **How do we make employees feel safe?**
- **Do employees know what it will look like when they return?**
- **Legal + compliance issues?**
 - What do we need to take into consideration?
 - Who should we consult?
- **Other questions?**

2. Screening and Tracking Protocols

- **UMedMarket Onsite COVID-19 Testing?**
 - Will we test employees only when they return to work?
 - Will we have a reoccurring testing? If so, how often will we test employees?
- **Temperature screenings: should we do them?**
 - Administered by a healthcare professional?
 - Administered by an employee?
 - Risks for screener?
 - Need for screener and employee training/protocol?
 - Protocol for turning away employees who are not cleared to enter?
 - How should private information be collected through screenings?
 - What will our screening locations be (employer-specific premises, building entrance)?
 - How do we screen interviewees and vendors?
 - How do we mitigate the complications of telling clients/customers not to enter company locations if they do not pass the screening?
- **Self-certification: should we do self-certifications (self-health reporting)?**
 - What will the protocol be?
 - How will we handle positive symptoms?
- **Tracking and reporting?**
 - How will we track who has been onsite, to alert to potential exposures?
 - How will we let people know about potential exposure?
- **Symptom protocol?**
 - How will we handle onsite symptoms?
- **Other questions?**

3. Personal Protective Equipment (PPE)

- **Masks:** Do we make masks mandatory? If so, will we provide them or reimburse for them?
- **Gloves:** Are gloves necessary for any areas/duties (e.g., taking/giving money to customers)?
- **Other:**
 - Is additional PPE required for employees in higher-risk positions?
 - Are there requirements for commute to/from work?
 - Do badges/access cards need to change when employee's faces are covered with masks?
 - What does discipline look like for not wearing PPE?
 - Do employees in the field (e.g., remote sales and support) have what they need?

4. Workspace Modification

- **Desks and workstation changes?**
 - De-densify desks and workstations?
 - Make only certain workstations available (e.g., every other workstation)?
 - Modify open floor plans by adding partitions?
 - Instruct employees not to use other employees' workspaces or equipment?
- **Common area changes?**
 - Close common areas/conference rooms and break rooms/cafeterias?
 - Modify high-touch surfaces (replace latch doorknobs with push options)?
 - Add tape on the floor or carpets to show appropriate spacing?
 - Pantry strategy: individual consumption vs bulk items?
 - Make hallways one-way?
 - Create disinfection stations to receive packages?
- **Signage?**
 - Display signs reminding customers and employees of best practices? (e.g., Maintain social distancing in areas where people congregate; Avoid touching surfaces unnecessarily; Wash hands properly and regularly)
- **Other questions?**

5. Cleaning and Disinfecting Protocols

- **What needs disinfecting?**
 - Who cleans spaces like lobby, front doors, and elevators?
 - If employees took equipment (screens, keyboards, etc.) home, how will they be cleaned upon being brought back?
- **How often will disinfecting happen?**
 - Should cleanings be done every few hours, in addition to deeper cleanings at night?
 - Do employees need to be remote on cleaning days? (e.g., mandatory Friday WFH)?
- **What supplies will we need?**
 - How much advance supply do we need? Do we have enough suppliers?
 - Make cleaning supplies/hand sanitizer available to employees (and customers/visitors)?
 - How to provide supplies to travelling employees?
- **What cleaning norms will we set with employees?**

- **Which vendors will we use?**
 - Review and renegotiate contracts with cleaning vendors?

Others?

6. Meetings / Crowd Control Planning

- How many people should be allowed in the office at any given time?
- What is our re-entry plan for employees with immunodeficiencies?
- Limit size of in-person gatherings/social events (e.g., less than five people)?
- Team planning - staggered shifts, alternating teams?
- Set staggered or spaced meal schedules? Grab and go versus buffet?
- Others?

7. Education, Communication, & Enforcement

- **Communication needed?**
 - Survey employees now/ongoing to see how they feel about the situation?
 - Designate responsible contacts for overseeing and ensuring implementation?
- **Training needed?**
 - Train employees on social distancing policies and protocols, including where to go with questions or complaints?
 - Train management to understand responsibility for enforcing policies at local level?
- **Compliance protocols needed?**
 - How to track and (consistently) discipline employees for failure to follow protocols?
 - What if people do not feel comfortable coming back?
 - What if someone who has been in the office does test positive?
- **Others?**

8. Integration and Employee Support

- **Onboarding?**
 - How will onboarding happen?
 - How will we introduce folks onboarded virtually to the team?
- **Hybrid conditions?**
 - How will we train folks in how to do hybrid working (some onsite, some remote?)
- **Parents?**
 - How can we provide support to parents if schools/ daycares are not open? (e.g. flexible schedules, childcare benefits)
- **Travel?**
 - What will the interim travel policy be?
- **Vacation?**
 - Coordination / allocation so that not all are gone at once?
 - What precautions are needed if employees travel abroad or to high risk locations (for example, mandatory 14-day quarantine before returning)?
- **Bonuses?**
 - Adjustments to new goals/KPIs?
 - Communication strategy letting employees know how bonuses are impacted?
- **Culture?**

- Others?