

# CHECKLIST

## POST-CORONAVIRUS OFFICE

Presented by **JP Griffin Group**

As organizations create return-to-work plans, many employers are reviewing best practices for their post-coronavirus office. By updating office layouts, encouraging new behaviors and expanding remote work options, employers can help prevent the spread of diseases and protect the health and safety of employees. Use this checklist as a guide when evaluating changes to your office.

Physical Updates to Office	YES	NO	N/A
Do employees have workstations 6 feet or more apart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walls or barriers set up between employee workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a walk-traffic flow that discourages congestion been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do facilities have high-functioning air filters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do facilities have automatic doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do bathrooms have no-touch sinks and soap dispensers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do bathrooms have no-touch paper towel dispensers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Behaviors	YES	NO	N/A
Are employees washing their hands regularly for 20 seconds with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees avoiding shaking hands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees practicing social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees practicing social distancing in meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees avoiding the use of multi-touch devices, such as shared computers in meeting rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees using face coverings or masks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have updated expectations been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed representative at JP Griffin Group Agency or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.*

Cleaning	YES	NO	N/A
Are routine cleanings conducted frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do cleaning routines use soap, water and disinfectants listed by the Environmental Protection Agency (EPA) to use against SARS-CoV-2, the virus that causes COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning supplies stocked, including EPA-recommended disinfectants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all multi-touch surfaces such as doorknobs part of cleaning routines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hand sanitizer and sanitizer wipes provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If using face coverings or masks, does your organization have a cleaning procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remote Work Planning	YES	NO	N/A
Has your organization considered the feasibility of remote work in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have remote work expectations been established for when employees return to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have return-to-work expectations been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Policies and Preparedness	YES	NO	N/A
Is a policy in place to protect employees in COVID-19 high-risk categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization considered updates to leave policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization considered screening employees for COVID-19-related symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a prepared response for employees who have COVID-19-related symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization prepared to fully or partially close the workplace in the future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this checklist as a guide when planning your post-coronavirus office. For any checklist items you select "NO," consider whether any updates could help protect the health and safety of your employees. For assistance with COVID-19-related topics, contact JP Griffin Group.