Reopening Workplaces During COVID-19

This chart is designed to help employers that are making decisions regarding reopening workplaces during the coronavirus disease (COVID-19) pandemic, following guidance from the Centers for Disease Control and Prevention (CDC). When making employment decisions, employers should consult with state and local health officials.

Ready to Reopen Your Workplace?

Is your workplace:

Located in a community where local officials are not currently requiring significant mitigation?

or

An essential business?

Does reopening your workplace comply with local guidelines and orders?

Have risks of reopening been assessed?

Any "No" responses?

Do not reopen.

Yes to all?

Are Safe Practices in Place?

Increase the frequency of routine cleanings, and use recommended disinfectants on all surfaces.

Create appropriate space between employee work areas.

Set expectations for practices such as hand-washing.

Have employees wear face coverings or masks.

Ensure employees are properly social distancing.

Train employees on expected behaviors.

Any "No" responses?

Establish safe practices.

Yes to all?

Are Appropriate Policies in Place?

Create policies to protect employees in high-risk COVID-19 categories.

Create procedures for screening or monitoring employees for COVID-19-related symptoms.

Establish leave policies.

Expand remote work as feasible.

Limit business travel.

Any "No" responses?

Establish appropriate policies.

Yes to all?

Are COVID-19 Preparedness Plans in Place?

Communicate ongoing updates to employees.

Communicate frequently with local authorities.

Monitor employees for signs and symptoms related to COVID-19.

Prepare a response to positive COVID-19 tests.

Create a preparedness plan for future partial or full closings of the workplace.

Any "No" responses?

Establish preparedness plans.

"Yes" to all?

Open the workplace with updated practices.

Source: Centers for Disease Control and Prevention

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