



Returning to the Workplace Checklist

- Phased return of employees to the workplace based on role, health, feasibility of remote work, etc. Avoid rush of all employees returning at the same time.
- Onsite Testing: Airflow Testing to ensure proper air exchange and filter types; Lab Testing of high touch and other high risk surfaces for COVID-19.
- Sanitization: Thorough initial and regular cleaning of the office with recommended and approved products.
- Screening process for employees: Define and implement process for screening employees for potential infection before re-opening the workplace.
- Hygiene plan for employees and anyone else entering the workplace, including PPEs and any other materials required to maintain proper person hygiene.
- Tracing and stay at home plan for employees showing symptoms, not feeling well, or testing positive.
- Training and COVID-19 Team: Setup a team and provided training to manage the holistic plan for returning to the workplace.
- Communication Plan: Create a plan to cover internal and external communications, establish clear lines of communication with all parties.
- Recurring Assessment and Sanitization: Perform regular assessment of operations, including sanitization, testing, and communications.
- Office Shutdown Plan: In preparation for a second wave, or any other circumstances requiring the workplace to be shutdown, create and maintain a plan for quickly moving back to a remote workforce and operations.

Important Resources

[OSHA Guidance, Standards, and Directives](#)

[EEOC Guidelines for Employee COVID-19 Testing](#)

[CDC Recommendations and Guidance for Business](#)