Return to Work Employer Checklist

The Minnesota Chamber recognizes that businesses are eager to get back to work. Business operations can and should return to a sustainable level without jeopardizing employee or customer safety. As part of reopening, businesses are planning and preparing. This checklist provides critical steps for employers to implement as they ready their company to ensure the safety of their workers and customers.

Initial steps:

CDC Centers for Disease Control and Prevention

☐ Review CDC Guidelines:
https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html.

OSHA Occupational Safety and Health Administration

☐ Review OHSA Guidelines: https://www.osha.gov/Publications/OSHA3990.pdf

☐ If workers can work from home, they must be allowed to work from home.

Make sure sick workers stay home

☐ Establish worker sickness reporting protocols.

☐ Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.

☐ Clearly communicate sick leave policies to all workers.

☐ Establish health screening protocols for workers at the start of each shift, such as temperature taking or a health screening survey.

☐ Identify and isolate workers with COVID-19 symptoms and those who have been exposed, and send them home.

☐ Establish communication protocols when workers have been potentially exposed.

☐ Provide accommodations for vulnerable populations.

Social distancing

☐ Develop internal policies which require staff to telework, if feasible.

☐ Limit non-essential worker interaction across floors, buildings, campuses, worksites, etc.

☐ Review physical space plans to ensure social distancing measures between workers at workstations, production lines, etc.

☐ Review and stagger work schedules as appropriate.

☐ Procure and install visual markers on floors for six-foot distancing.

☐ Procure and install barriers or shields in worker engagement areas which don't allow for six-foot social distancing.

☐ Evaluate traffic patterns to reduce crowding at entrances, in hallways, etc.

☐ Limit gatherings of workers.

Personal protection equipment (PPE) and facilities cleaning, sanitizing

☐ Prohibit on-site food preparation and sharing.

☐ Source and procure PPE for workers and customers (as appropriate).

☐ Provide recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, guards, shields, etc.

☐ Encourage use of source control masks, such as non-medical cloth masks.

☐ Source and procure hand sanitizer, approved cleaning supplies, disinfectants, etc.

☐ Ensure hand hygiene supplies are readily available in building.

☐ Post handwashing and "cover your cough" signs.

☐ Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and stocked.

☐ Identify vendor for cleaning, maintenance, etc.

☐ Develop cleaning schedule to ensure frequently touched surfaces are cleaned and disinfected in regular intervals.

☐ Routinely clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, machinery, tools, controls, etc.

☐ At least daily, clean all high touch items like door knobs, handles, light switches, surfaces, etc.

☐ Provide touch-free solutions through procurement of equipment (e.g. time clocks).

☐ Decontaminate the workplace if a worker becomes ill with COVID-19.

Vendor engagement

☐ Develop policies for request of health and travel assessments for vendors and/or contractors vising the workplace.

☐ Develop communications for vendors regarding workplace guidelines and new procedures for engagement.

☐ Procure and install signage.

Customer engagement

- ☐ Develop drive-through, curb-side pick-up options, as applicable.

- ☐ Procure and install plastic barriers/ shields in customer engagement areas Increase physical space between workers and customers, such as using a drive-thru or partitions.

- ☐ Develop communications for customers regarding workplace guidelines and new procedures for engagement.

- ☐ Procure and install signage.

Travel policies

- ☐ Develop and communicate internal policies related to travel and external meetings.

Monitoring employee health

- ☐ Establish protocols for worker testing.

- ☐ Develop internal policies for regular health checks (e.g. temperature and respiratory symptom screening) of staff and visitors entering buildings (if feasible).

- ☐ Create a response plan for employees who report or demonstrate symptoms at work; have recently been at work and tested positive or have been in contact with a confirmed COVID-19 case; or have not recently been at work but have tested positive or have been in contact with confirmed COVID-19 case.
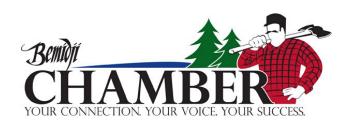
- ☐ Procure testing kits.

Communications, education responsibilities

- ☐ Develop human resource policies related to COVID-19.
  - Sick leave and time-off policies
  - On-site health screening
  - Return-to-work policies
  - Testing procedures
  - Worker compliance

- ☐ Develop up-to-date repository of COVID-19 documents, resources and company protocols.

- ☐ Develop Employee Assistance Program to educate and provide COVID-19 resources.

- ☐ Develop training for supervisors and staff regarding new safe-at-work requirements and guidelines.
  - Frequent handwashing
  - Personal Protection Equipment removal
  - Cleaning and sanitizing workplaces
  - On-site health screening, signs and symptoms
  - Testing procedures
  - Risk management and mitigation

- ☐ Cross-train teams to create redundancy.

- ☐ Communications plan for third parties.

Risk Management, litigation preparation

- ☐ Analyze risks – potential civil claims, workers compensation, whistleblower claims, OHSA compliance.

- ☐ Document evidence required for contact tracing.

- ☐ Review contracts and adjust insurance and vendors.

- ☐ Document and retain processes, communications, policies, training.

- ☐ Train all workers – management and employees –in these protocols.

- ☐ Develop process to update compliance with evolving legal requirements.

- ☐ Document compliance with federal, state guidelines.

- ☐ Review complaints to employee helplines.

- ☐ Assess new protocols – ongoing and lessons learned.

- ☐ Document compliance with training requirements must be maintained and made available to regulatory authorities and public safety officers, including DLI, upon request.

By implementing these best practices, businesses are still subject to the restrictions of current or future executive orders.

For more resources: www.bemidji.org/covid-19-updates