

POST-PANDEMIC REOPENING

Checklist

Government Ordinances

- Open only if your state has been approved
- Reduce public transportation travel & commute if possible
- Continuously check government updates to remain compliant

Safety Guidelines

- Keep common doors open
- Personal Protective Equipment (mask and gloves) to be worn
- Hang Flyers with sanitation & social distancing reminders
- Written reopening plan with information for reference

Social Distancing

- Discourage handshaking
- Reorganize floor plan to keep employees and visitors 6ft apart
- Add physical barriers such as Plexiglas or cubicles
- Individual belongings are not to be shared (Desk, pens, etc.)
- Limit capacity during closed meetings based on the amount of space in the room
- Cancel large group events
- Stagger employee shifts and breaks

Common Areas

- Limit use of the lobby, conference rooms, and break rooms
- Adjust common areas to accommodate social distancing

Cleaning

- Create sanitization stations
- Make hand sanitizer & disinfectant wipes easily accessible
- Make cleaning rules for before and after use of communal equipment (printers, refrigerators, etc.)
- Deep cleaning & disinfecting as necessary

Sick Policies

- Create a plan for what to do if an employee feels sick
- Check for signs and symptoms of illness
- Remind employees not to come in if they are feeling sick
- Monitor sick leave and be flexible
- Be prepared to close or work remotely if there is an outbreak

Business Practices

- Hiring process adjustments (Staff number modification, Pay rate revision, Remote interviewing, Recalling laid-off or furloughed employees)
- Leave policies (FFCRA, PTO/vacation rollover, Revise bereavement, Employee leave policies will apply regardless of situation)
- Remote work rules
- Communication (Clear communication strategy, Emergency communication contact information up to date)