Guideline Checklist for Returning to the Workplace

The re-opening of previously closed facilities will require careful planning and consideration. An action plan should be developed and followed to reduce the possibility of re-introducing the virus to employees, contractors, and visitors. The following are some action items that should be considered before opening, during re-occupation and after a workday.

### Eligibility to Re-Open

- Review Current Government Guidance and Statistical Data
  - Review State Health Department and Governor's executive orders.
  - Johns Hopkins Coronavirus Resource Center – [www.coronavirus.jhu.edu](http://www.coronavirus.jhu.edu)
  - Gallagher Forecast – In Process (link to be provided)

### Employee Safety

- Prepare to Implement Basic Infection Prevention Measures (OSHA, 2020)
  - Promote frequent and thorough hand washing
  - Provide adequate or increased availability of sanitation stations in high traffic areas*
  - Maintain routine cleaning and disinfection of surfaces, especially high contact surfaces
  - Encourage sick employees to stay home
  - Identify isolation room for individuals exhibiting signs of the virus or illness (CDC, 2020)
  - *PPE, hand washing, and sanitizer quantity should be obtained prior to opening with adequate levels to support 60 days with replenishment orders submitted every 2 weeks

- Medical Monitoring, Testing Protocols and Employee Communication
  - Implement a communication program to keep employees notified of CDC communicated symptoms list, guidelines for self-reporting, and company policy
  - Engage medical provider resources for available options to provide to employees such as telephonic medical resources and access to testing

- Develop an infectious disease preparedness and response plan that establishes protective actions against COVID-19 (OSHA, 2020)

- Implement Workplace Controls using the “hierarchy of controls” (OSHA, 2020)
  - Engineering Controls such as physical barriers, increased ventilation, and altering job tasks to reduce exposure
  - Administrative Controls such as alternating work schedules, discontinuing non-essential travel or replacing with virtual communications
  - Safe Work Practices that promote infection control such as additional signage, hands free or no touch operation of devices (facets, trashcans, soap or sanitizer dispensers)
  - Personal Protective Equipment (PPE) must be provided to workers with the potential to be exposed as part of their normal assigned job duties. Consider making available PPE to employees who may come in close contact with customers, vendors, or the general public

### Physical Facility Preparation

- All Life Safety Systems should be checked to ensure proper operation (NFPA, 2020)
  - Fire Alarm
  - Emergency Lighting Systems
  - Exit Lights
  - Fire Extinguishers

- All critical building systems should be checked for proper operation
  - HVAC Systems
    - Increase air exchanges in the building if possible (ASHRAE, 2020)
  - Power Systems
  - Security and Fire Protection Systems
  - Communication Systems
  - Water should be run to eliminate rusty or stale water
### Physical Facility Preparation (continued)

- [ ] Check all parking lots and sidewalks for slip, trip and fall hazards
- [ ] Check all lighting to ensure proper operation
- [ ] All buildings should be properly cleaned and disinfected prior to re-opening (CDC, 2020)
  - CDC guidelines should be followed for cleaning
  - Replace HVAC filters (ASHRAE, 2020)
  - Specific cleaning guidelines should be developed for various locations and surfaces
  - Consider GBTS Re-Occupancy Infection Control and Prevention Program.
- [ ] Employee congregation areas should be secured/managed based current social distancing guidance (CDC, Social Distancing, Quarantine, and Isolation, 2020)
- [ ] Post infection control and social distancing guidelines throughout the facility
- [ ] Prohibit access to areas where employees can congregate together (lunchrooms, cafeterias, large meeting spaces)
- [ ] Establish controls to maintain 6 feet of separation or utilize physical barriers in public spaces and restrooms

### Supply Chain

- [ ] Assess, budgeting and managing use of PPE and sanitizers
  - Determine PPE needs at each facility
  - Determine sanitizer needs at each facility based on recommended sanitation schedules (CDC, Cleaning and Disinfecting Your Facility, 2020)
- [ ] Managing suppliers and contractors (quantities, redundancies, performance and contractual obligations)
  - Examine vendor/contractor agreements for:
    - Performance obligations and variations (Core 360 resource/support)
    - Insurance requirements like changes in limits and coverage (Core 360 resource/support)
    - Modify agreements if necessary
  - Establish redundancy vendor/contractor agreements (Core 360 resource/support)
  - Estimate stock quantities needed and improvement projects planned for upcoming quarter.
  - Notify primary vendors/contractors of modifications or deviations from previously agreed upon commitments.
  - Audit suppliers/vendors/contractors to assess upstream exposures
- [ ] Vendor and contractor management to mitigate exposure potential
  - Review vendor/contractor access to facilities and interaction with employees
- [ ] Review and update business resiliency plan to ensure relevance
  - Test business resiliency plan & develop prioritized corrective action plan

### Client / Customer / Public Relationship

- [ ] Conduct exposure assessments to determine contact points (OSHA, 2020)
  - Assess scope of client / customer / public communication
  - Develop customer waivers and notices
  - Consider building occupancy limitations
  - Consider facility layout/design modification to facilitate social distancing
  - Review claims mitigation procedures and policies
  - Actively monitor the interaction process to validate implemented safeguards

---


