

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			
<input type="checkbox"/>	Review Current Government Guidance and Statistical Data		
	<ul style="list-style-type: none"> <input type="checkbox"/> Whitehouse “Guidelines for Opening Up America” – www.whitehouse.gov/openingamerica/ <input type="checkbox"/> Review State Health Department and Governor’s executive orders. <input type="checkbox"/> Johns Hopkins Coronavirus Resource Center – www.coronavirus.jhu.edu <input type="checkbox"/> Gallagher Forecast – In Process (link to be provided) 		
Employee Safety			
<input type="checkbox"/>	Prepare to Implement Basic Infection Prevention Measures (OSHA, 2020)		
	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <input type="checkbox"/> Promote frequent and thorough hand washing <input type="checkbox"/> Provide adequate or increased availability of sanitation stations in high traffic areas* <input type="checkbox"/> Maintain routine cleaning and disinfection of surfaces, especially high contact surfaces </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage sick employees to stay home <input type="checkbox"/> Identify isolation room for individuals exhibiting signs of the virus or illness (CDC, 2020) <p><i>* 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</i></p> </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> Promote frequent and thorough hand washing <input type="checkbox"/> Provide adequate or increased availability of sanitation stations in high traffic areas* <input type="checkbox"/> Maintain routine cleaning and disinfection of surfaces, especially high contact surfaces 	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage sick employees to stay home <input type="checkbox"/> Identify isolation room for individuals exhibiting signs of the virus or illness (CDC, 2020) <p><i>* 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</i></p>
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<input type="checkbox"/>	Medical Monitoring, Testing Protocols and Employee Communication		
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<input type="checkbox"/>	Develop an infectious disease preparedness and response plan that establishes protective actions against COVID-19 (OSHA, 2020)		
<input type="checkbox"/>	Implement Workplace Controls using the “hierarchy of controls” (OSHA, 2020)		
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Physical Facility Preparation			
<input type="checkbox"/>	All Life Safety Systems should be checked to ensure proper operation (NFPA, 2020)		
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<input type="checkbox"/>	All critical building systems should be checked for proper operation		
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Physical Facility Preparation (continued)	
<input type="checkbox"/>	Check all parking lots and sidewalks for slip, trip and fall hazards
	<input type="checkbox"/> Check all lighting to ensure proper operation
<input type="checkbox"/>	All buildings should be properly cleaned and disinfected prior to re-opening (<i>CDC, 2020</i>)
	<input type="checkbox"/> CDC guidelines should be followed for cleaning <input type="checkbox"/> Replace HVAC filters (<i>ASHRAE, 2020</i>) <input type="checkbox"/> Specific cleaning guidelines should be developed for various locations and surfaces <input type="checkbox"/> Consider GBTS Re-Occupancy Infection Control and Prevention Program .
<input type="checkbox"/>	Employee congregation areas should be secured/managed based current social distancing guidance (<i>CDC, Social Distancing, Quarantine, and Isolation, 2020</i>)
	<input type="checkbox"/> Post infection control and social distancing guidelines throughout the facility <input type="checkbox"/> Prohibit access to areas where employees can congregate together (lunchrooms, cafeterias, large meeting spaces) <input type="checkbox"/> Establish controls to maintain 6 feet of separation or utilize physical barriers in public spaces and restrooms
Supply Chain	
<input type="checkbox"/>	Assess, budgeting and managing use of PPE and sanitizers
	<input type="checkbox"/> Determine PPE needs at each facility <input type="checkbox"/> Determine sanitizer needs at each facility based on recommended sanitation schedules (<i>CDC, Cleaning and Disinfecting Your Facility, 2020</i>)
<input type="checkbox"/>	Managing suppliers and contractors (quantities, redundancies, performance and contractual obligations)
	<input type="checkbox"/> Examine vendor/contractor agreements for: <ul style="list-style-type: none"> • Performance obligations and variations (<i>Core 360 resource/support</i>) • Insurance requirements like changes in limits and coverage (<i>Core 360 resource/support</i>) • Modify agreements if necessary <input type="checkbox"/> Establish redundancy vendor/contractor agreements (<i>Core 360 resource/support</i>) <input type="checkbox"/> Estimate stock quantities needed and improvement projects planned for upcoming quarter. <input type="checkbox"/> Notify primary vendors/contractors of modifications or deviations from previously agreed upon commitments. <input type="checkbox"/> Audit suppliers vendors/contractors to assess upstream exposures
<input type="checkbox"/>	Vendor and contractor management to mitigate exposure potential
	<input type="checkbox"/> Review vendor/contractor access to facilities and interaction with employees <input type="checkbox"/> Determine sanitizer needs at each facility based on recommended sanitation schedules (<i>CDC, Cleaning and Disinfecting Your Facility, 2020</i>)
<input type="checkbox"/>	Business continuity planning assistance, testing, and updating (<i>Gallagher Resiliency Practice</i>)
	<input type="checkbox"/> Review and update business resiliency plan to ensure relevance <input type="checkbox"/> Test business resiliency plan & develop prioritized corrective action plan
Client / Customer / Public Relationship	
<input type="checkbox"/>	Conduct exposure assessments to determine contact points (<i>OSHA, 2020</i>)
	<input type="checkbox"/> Assess scope of client / customer / public communication <input type="checkbox"/> Develop customer waivers and notices <input type="checkbox"/> Consider building occupancy limitations <input type="checkbox"/> Consider facility layout/design modification to facilitate social distancing <input type="checkbox"/> Review claims mitigation procedures and policies <input type="checkbox"/> Actively monitor the interaction process to validate implemented safeguards

ASHRAE. (2020, 4 20). *ASHRAE Issues Statements on Relationship Between COVID-19 and HVAC in Buildings*. Retrieved from American Society of Heating, Refrigerating and Air-Conditioning Engineers: <https://www.ashrae.org/about/news/2020/ashrae-issues-statements-on-relationship-between-covid-19-and-hvac-in-buildings>

CDC. (2020, 4 14). *Cleaning and Disinfecting Your Facility*. Retrieved from Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

CDC. (2020, 4 9). *Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)*. Retrieved from Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC. (2020, 4 4). *Social Distancing, Quarantine, and Isolation*. Retrieved from Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

NFPA. (2020, 3 24). *NFPA issues guidance to government officials on fire protection and life safety systems regardless of occupancy status*. Retrieved from National Fire Protection Association: <https://www.nfpa.org/News-and-Research/Publications-and-media/Press-Room/News-releases/2020/NFPA-issues-guidance-to-government-officials>

OSHA. (2020, March). *Guidance on Preparing Workplaces for COVID-19*. Retrieved from Occupational Safety and Health Administration: <https://www.osha.gov/Publications/OSHA3990.pdf>

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