



Checklist for Reopening During the COVID-19 Pandemic

Determining When to Reopen and Establishing a Framework to Maintain the General Health and Safety of All Employees, Customers and Guests

- Confirm reopening of business or organization is authorized under applicable state and local orders
- Establish a response team to address issues as they arise and develop a communication protocol; response team should include members from senior management, HR/payroll, legal, IT, facilities, etc.
- Identify someone to routinely review the CDC and state/local department of health websites for current information and to communicate any needed changes to policies and procedures**
- Ensure everyone on the response team is familiar with available government and industry guidance and willing to stay up to date on developments
- Train managers and supervisors on your reopening protocols and state/local requirements before employees, customers, guests return**
- Train managers and supervisors in advance of reopening how to appropriately respond to employee concerns and where to go for information to be responsive to employee inquiries, as well as whether managers and supervisors may send employees with symptoms of COVID-19 home and/or order quarantine or if such decision must be made by a member of the response team
- Establish open and transparent communications with employees; provide an outlet for employees to ask questions
- Notify employees in advance in writing of decision to reopen, process for reopening, and all compensation, policy and procedure changes; provide employees a deadline to raise any issues or concerns regarding their ability to return to work

- If you work in a union environment, determine what items need to be/should be discussed and/or negotiated with union officials

Determining How to Reopen

- Consider whether you can open in small waves or develop a rotation system so that all employees do not return to work at the same time
- Identify employees who will be permitted to continue working from home based on job duties or who need to continue working at home due to the lack of childcare or other COVID-related reasons
- Consider allowing for more flexibility in starting and ending times of shifts to allow for employees to avoid rush hours and busy times in the business lobby and elevators (particularly important for employees who use public transportation)

Review and Revise Employee Policies and Post Information to Keep Employees Informed

- Evaluate existing leave policies; have a plan for monitoring employee absences; identify areas where you can offer more flexibility in leave policies and practices; prepare to respond to individual employee requests
- Post FFRCA poster
- Prepare FFCRA forms and understand the types of documentation that must be requested and gathered for the use of tax credits
- Post Illinois Department of Public Health and Illinois Attorney General poster
- Post CDC posters on handwashing, masks, what to do if you are sick, etc.
- Develop guidelines for work travel (Will all travel be prohibited? Will air travel be treated differently than travel by car? What post-travel restrictions will be in place (work from home; quarantine; COVID-19 test)? Will employees traveling be allowed to participate in work-related dinners, entertainment, etc.?)
- If employees will be taking breaks at their work stations, remind all employees and supervisors of break policies, including that work should not be performed when on a break, breaks should not be interrupted, and how employees should report when a break is missed or interrupted
- Consider whether any benefit issues need to be addressed, including reinstatement of health insurance, accumulation of vacation/sick time

Establish a Protocol for Employee Screening or Self-Screening for COVID-19 Symptoms

- Establish a written protocol for decision making and steps to be taken when an employee is diagnosed with COVID-19, displays symptoms of COVID-19, or has come into close contact with a person diagnosed with COVID-19
- Designate a point person to whom employees should report all COVID-related issues
- Educate all employees on the symptoms of COVID-19 (currently, the CDC has identified the following symptoms but the CDC's website should be checked regularly for updates: fever of 100.4 or more, shortness of breath, cough, chills, muscle pain, sore throat, new loss of taste or smell)
- Actively encourage the practice of self-screening (including temperature checks) before each work shift and encourage employees to stay home and report to the designated point person if sick
- Invite self-disclosure for at-risk employees (those who have been identified by the CDC as being at a higher risk of severe illness) and provide appropriate accommodations, when possible
- Determine how employees are to be screened before or as they arrive for work (i.e., health questionnaire, temperature checks, etc.)
- Have a plan for contact tracing and gathering other critical information when an employee gets sick
- Regularly communicate with employees all relevant information (while maintaining confidentiality) when an employee gets sick
- Be ready to consult with the local public health authorities if there are cases in the workplace
- Develop related written policies, such as handwashing and hygiene, facility cleaning, social distancing, mandatory masks, and/or temperature check policies.

Prepare Workplace Entrance

- Set up employee screening area for health questionnaire, if applicable
- Establish proper procedures for temperature checks, if applicable
 - Identify who will be conducting the screenings and provide proper training
 - Determine type of thermometer that will be used (contact v. non-contact) and understand proper cleaning procedures between use on different individuals
 - Determine and install any necessary partitions or barriers
 - Ensure that proper PPE is provided to screener

- Ensure that screening area allows for employee privacy and social distancing for employees waiting to be checked
- Ensure that all temperatures are recorded and treated as confidential medical records
- Set up hand cleansing station
- Have PPE readily available (masks, gloves, eye or face shields, etc.)
- Consider whether employees should be compensated under wage and hour laws for time spent on screening, temperature checks, or donning and doffing PPE
- Consider whether modifications to the time clock are needed (Is there a touch pad/biometric data collection? How is the device sanitized between use if touched? How can congregating around the time clock be eliminated/reduced?)

Ensuring Employee Safety in the Workplace

- Promote healthy hand hygiene practices, such as hand washing and employees wearing a cloth face covering when feasible
- Identify and procure PPE for employees, including any cloth face coverings required by applicable stay-at-home or executive orders; ensure that all training is provided to comply with OSHA guidelines
- Promote social distancing at work; encourage the use of stairs instead of elevators, when possible; limit capacity in elevators
- Discourage all employees from unnecessarily walking around the office suite
- Develop guidelines for internal meetings and training sessions (likely conference calls or video meetings)
- Stagger shifts and break times
- Establish a protocol for deliveries and office visitors
- Encourage disclosure of personal travel destinations and consider implications of travel to certain locations

Controlling Common Areas

- Determine how common areas (lunch/break rooms, restrooms, conference rooms) are to be used (close entirely, limit access and use)
- Consider marking common areas with tape or physical barriers to help encourage social distancing; move chairs and/or reconfigure tables to help facilitate social distancing
- Require masks and the use of hand sanitizer upon entering and leaving common areas

- Consider whether commonly shared items should be in use, including coffee and vending machines, refrigerators, napkin/towel dispensers, utensils, etc.
- Limit large gatherings or events

Assess Employee Workspaces

- For individual offices:
 - Consider whether office is large enough to allow for more than one occupant
 - Move desk away from the door
 - Provide hand sanitizer and disinfectant wipes
 - Educate employees on the use of a face mask holder to avoid contamination
- For cubicles or other open floor plans:
 - Consider whether each employee can work while social distancing
 - Install proper physical barriers or change layout of workspaces to the extend necessary
 - Consider reassigning workspaces to reduce density
 - Provide hand sanitizer and disinfectant wipes
 - Educate employees on the use of a face mask holder to avoid contamination

Building/Office Maintenance and Cleaning (for these items, you may need to work with your landlord or building management company)

- Ensure HVAC systems are working and have been properly cleaned and serviced; use air ventilation fans to increase air circulation
- Consider whether the janitorial services budget needs to be increased to meet more stringent disinfecting and cleaning guidance
- Increase frequency of routine cleaning, especially in high touch areas such as doorknobs, elevator buttons, time clocks, countertops, keyboards, desks, etc. consistent with CDC/EPA recommendations
- Perform occasional deep cleaning; ensure that deep cleaning occurs as necessary immediately after any report of an employee with COVID-19

Special Considerations for Manufacturers

- Consider staggering shifts and break times
- Consider reducing the speed of production lines
- Determine whether and how social distancing can be practiced during use of locker rooms
- Consider automation

- Ensure all employees have appropriate PPE

Special Considerations for the Hospitality Industry

- Reduce customer density through the exclusive use of reservations, increasing the space between tables, limiting the number of tables, limiting the number of people per table
- Eliminate self-service stations
- Separate servers from guests
- Restrict employee shared spaces
- Consider whether all guest services previously offered can be performed safely for the employees and the guests, including bellhop service, valet, personal trainers, massage therapists, etc.
- Consider the feasibility of drive-through, delivery, curbside pick up