CHECKLIST | POST-CORONAVIRUS WORKPLACE PREPAREDNESS

Presented by Zywave, Inc.

The coronavirus disease (COVID-19) pandemic has changed many aspects of the current workplace, and hygiene and cleanliness are key topics when creating post-coronavirus workplace plans. Based on guidance from the Centers for Disease Control and Prevention (CDC), there are actions employers can consider. By taking workplace preparedness steps such as updating office layouts, encouraging new behaviors and evaluating existing policies, employers can help prevent the spread of COVID-19 and protect the health and safety of employees. To get started, employers can review topics on this checklist.

Employee Behaviors	YES	NO	N/A
Are employees practicing social distancing, maintaining a distance of 6 feet or more from each other?	☐	☐	☐
Are employees washing their hands regularly for 20 seconds with soap and water?	☐	☐	☐
Are employees practicing social distancing in meetings?	☐	☐	☐
Are employees avoiding the use of multi-touch devices, such as shared computers in meeting rooms?	☐	☐	☐

Personal Protective Equipment	YES	NO	N/A
Are employees expected to wear face coverings or masks in the workplace?	☐	☐	☐
Are face coverings or masks provided to employees?	☐	☐	☐
If face coverings or masks are not provided to employees, is a reimbursement program in place for any costs of face coverings, masks or necessary materials?	☐	☐	☐
Are gloves provided to employees?	☐	☐	☐

Employee Communications	YES	NO	N/A
Are employees trained on what COVID-19 related symptoms to look for?	☐	☐	☐
Have employees received communications regarding COVID-19 workplace best practices?	☐	☐	☐
If using face coverings or masks, have employees been trained on proper procedures?	☐	☐	☐

Cleaning	YES	NO	N/A
Are routine cleanings conducted frequently?	☐	☐	☐
Do cleaning routines use soap and water, and disinfections listed by the Environmental Protection Agency (EPA) to use against SARS-CoV-2, the virus that causes COVID-19?	☐	☐	☐
Are cleaning supplies stocked, including EPA-recommended disinfectants?	☐	☐	☐
Are all multi-touch surfaces such as doorknobs part of cleaning routines?	☐	☐	☐
Are hand sanitizer and sanitizer wipes provided to employees?	☐	☐	☐
If using face coverings or masks, does your organization have a cleaning procedure in place?	☐	☐	☐

Workplace Facilities, Equipment and Layout	YES	NO	N/A
Do employees have workstations 6 feet or more apart?	☐	☐	☐
Are walls or barriers set up between employee workstations?	☐	☐	☐
Has a walk-traffic flow that discourages congestion been established?	☐	☐	☐
Do facilities have high-functioning air filters?	☐	☐	☐
Do facilities have automatic doors?	☐	☐	☐
Do bathrooms have no-touch sinks and soap dispensers?	☐	☐	☐
Do bathrooms have no-touch paper towel dispensers?	☐	☐	☐

Policies and Preparedness	YES	NO	N/A
Is a hand-washing policy in place?	☐	☐	☐
Has a social distancing meeting policy been established?	☐	☐	☐
Is a policy in place to protect employees in COVID-19 high-risk categories?	☐	☐	☐
Does your organization have a prepared response for employees who have COVID-19-related symptoms?	☐	☐	☐
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	☐	☐	☐

Use this checklist as a guide when planning your post-coronavirus workplace preparedness plan. For any checklist items you select "NO," consider whether any updates could help protect the health and safety of your employees. For assistance with COVID-19-related topics, contact Zywave, Inc..