For the first time in history, companies are having to create processes for reopening for business and for employees to return to the workplace. This checklist includes items you can begin to work on to get ready.

Leadership Considerations

☐ What will be the role of your leadership team?
- o How has your business changed? Are you still in transition or will this be the new normal?
- o Decide what staffing will be needed at each stage of the reopening - who to bring back, back to where, how do roles change?

☐ Consider creating an internal tactical team to coordinate plans.
- o Identify a point person for each function (e.g., HR, Marketing, Operations, Accounting, Health & Safety, etc.)
- o Create objectives and determine expected dates of completion.

☐ Planning:
- o Do you need to create or revise a contingency / business continuity plan?
- o Do you need to create or revise a pandemic plan – could it happen again?

Tactical Team Considerations

☐ Team makeup minimum requirements:
- o Ensure an executive level decision maker serves on the team so action can be taken quickly without need for further approval.
- o Include a senior level HR person for policy considerations.
- o Appoint someone to take minutes and create an action plan.

☐ Create objectives: Example: *Devise a plan to reopen the business by [date] (or in stages).*
- o Objectives should be easy to communicate to employees, serve to meet customers' essential needs, and have the least degree of risk to health and safety.

☐ Create goals and/or action plans that are specific and contain the following:
- o A measurement for success that is both realistic and relevant, as well as time sensitive.
- o Accountability

☐ Provide summarized information that affects decision-making such as how the decisions on when to reopen were made.

☐ Consider limitations proposed by State and Local governments.

☐ Consider making this a standing team whose responsibility remains to plan, prepare for and handle any kind of business disruption.

☐ Determine what kind of signage is needed and where it will be placed. Begin the printing process.

HR Considerations

☐ **Staffing:**
  o Will employees be rehired, reinstated, still on furlough, or some other work arrangement?
  o Does anything need to change for employees who remained on staff during the quarantine?
  o What positions might you need to fill that are being added or vacant?
  o Is it time to consider a temporary position (employment agency)?
  o Consider the safest methods of staffing while meeting your customers' needs. Some may have rotating schedules so that social distancing can be accommodated.
  o Determine what positions it may be feasible to continue to have working from home and be able to explain the reasoning process. Examples include . . .
    ▪ does the position require in-person contact with customers?
    ▪ Is it possible for the employee to have the information they need to work from home without being a burden to other positions?
  o Keep in mind that employees with children at home who have not used their EFMLA time, may want to take advantage of that now.
  o Ensure a non-discriminatory decision process exists for each employment action.

☐ **Policies**:
  o Ensure policies that have changed have been communicated & acknowledged.
  o Develop working safe guidelines to be sent to employees before they return.
  o Create an internal policy that covers rarely occurring incidences. Examples: employees who say they won't return for fear of contagion or employees who want to work from home even though it's in the company's best interest for them to return to the work site.
  o Consider requiring employees to sign and acknowledge the organization's policies on preventing the spread of the coronavirus and that they will follow safety measures (e.g., not reporting to work if feeling ill).
  o Review your flexible workplace policies and see where you might make them more appropriate for today's situation.

- o See Policies listed in Safety and Health Considerations below.
- o What other policies need to change? It's possible that all of the following (or more) have been impacted or will be impacted.
  - Employment classifications, Orientation and Training, Flex Time and Telecommuting, Overtime, Attendance and Punctuality, Inclement weather, Dress code & Public image (*Zoom meetings)*, Workspace, Office Equipment, Internet Access (Right to Monitor, Responsibilities and Obligations), Email, Telephones, Workplace harassment (*what that looks like in a virtual environment*), supervisors' responsibilities, travel policy, vehicle policy, etc.
  - What triggers a change in policy?
- ☐ Consider more cross training to accommodate the likelihood of more employee absences.
- ☐ **Benefits:** Do remaining vacation and/or PTO days need to be adjusted to accommodate the needs of the business?
- ☐ **Employee Relations:**
  - o Keep up communications: Make it a point to keep employee's apprised of what you are considering, even if it is tentative. Consider some sort of communication every other day. Advise employees of what is being cleaned and how in preparation for their return.

Safety and Health Considerations

- ☐ Have you taken all measures to ensure a safe workplace?
  - o Get help from OSHA (click here for COVID-19 specific guidance – we highly recommend this link).
  - o Is it time to create or strengthen the safety committee?
  - o Has the book containing MSDS sheets been updated for all new cleaning agents?
- ☐ If creating a safety committee, ensure an executive level decision maker serves on the team. This will show commitment to making your workplace safe while building teamwork and trust.
- ☐ Appoint a single point of contact to be the company representative so all questions on safety and health are communicated by the same person. Provide this company expert with all the information they need so managers can also come to them and trust their responses will not be overruled.
- ☐ Update (or create) your Infectious Disease Control Policy (see the OSHA link above) – you may want to include it in your working safe guidelines and include your protocol for how symptomatic employees at the workplace will be managed.

- o Working safe guidelines should also include the protocol for group areas such as conference rooms, lunch and break rooms, lobby areas and so on
- ☐ Do you need to conduct a complete disinfection of every location prior to anyone entering closed locations?
- ☐ Advise employees of your plan to keep them safe including potentially conducting temperature tests, having a third party conduct them, or asking them to do so before reporting to work.
- ☐ Supply & PPE Review:
  - o Make certain you have an adequate supply of soap, disinfectants, hand sanitizer, and paper products such as paper towels and tissues.
  - o Confirm who will need face masks and the number needed per employee, gloves etc., and get them ordered. Consider whether on site "no hands" thermometers are needed.
  - o Identify whether any jobs require addition Personal Protection Equipment.
- ☐ Look into where air filters exist and whether they need cleaned or disinfected.
- ☐ Disinfect company cars and any other mutually used equipment.
- ☐ Document health and safety efforts in case you would ever need to show how cautious the organization was.