

CHECKLIST | POST-CORONAVIRUS WORKPLACE PREPAREDNESS

Presented by Benefit Administration Company, LLC.

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees washing their hands regularly for 20 seconds with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees practicing social distancing in meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees avoiding the use of multi-touch devices, such as shared computers in meeting rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Protective Equipment	YES	NO	N/A
Are employees expected to wear face coverings or masks in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are face coverings or masks provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gloves provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed representative at Benefit Administration Company, LLC. Agency or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.

Cleaning	YES	NO	N/A
Are routine cleanings conducted frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning supplies stocked, including EPA-recommended disinfectants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all multi-touch surfaces such as doorknobs part of cleaning routines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hand sanitizer and sanitizer wipes provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If using face coverings or masks, does your organization have a cleaning procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Policies and Preparedness	YES	NO	N/A
Is a hand-washing policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a social distancing meeting policy been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a policy in place to protect employees in COVID-19 high-risk categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a prepared response for employees who have COVID-19-related symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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 Benefit Administration Company, LLC..