



May 2021

COVID-19 Business Reopening Checklist

What steps can I take to keep workers and others safe at the workplace?

Use this checklist to help you prepare to reopen and adhere to day-to-day best practices.

General Health	
<input type="checkbox"/> Provide face coverings for employees to wear when in presence of others	<input type="checkbox"/> Maintain adequate supply of soap, disinfect , hand sanitizer and paper towels
<input type="checkbox"/> Practice and reinforce hand-washing and/or sanitizer usage regularly among employees (and customers, if applicable)	

On-Site Workspace	
<input type="checkbox"/> Display signage with social distancing guidelines and other guidelines at points of entry, queue points, etc.	<input type="checkbox"/> Place hand sanitizer at entrances, elevators, common areas, etc.
<input type="checkbox"/> Reconfigure workspaces and activities to allow for social distancing between employees/customers	<input type="checkbox"/> Designate a supervised, isolated area for any individual for who exhibits COVID-19 symptoms
<input type="checkbox"/> Close ancillary accommodations, if applicable (e.g., clubhouses, waiting rooms)	

HR & Travel Policies	
<input type="checkbox"/> Develop policies that encourage sick employees to stay at home	<input type="checkbox"/> Implement interim leave policies to accommodate sick employees
<input type="checkbox"/> Encourage employees to get tested for COVID-19 or related illnesses without penalty for taking time off	<input type="checkbox"/> Develop policies and procedures to provide reasonable accommodations for COVID-19-vulnerable employees
<input type="checkbox"/> Designate a team to share up-to-date and relevant safety information with employees, meet with designated workers frequently, and convey employee concerns to management	

Health Monitoring

- Develop a daily health and wellness plan that includes temperature verification and symptom screening
- Update policies and directives for employees who don't feel well or exhibit COVID-19 symptoms
- Develop protocols for when an employee has been in close contact with someone who has tested positive for COVID-19

Disinfecting/Cleaning Procedures

- Develop plan for weekly cleaning and disinfecting of premises in compliance with CDC protocols
- Develop plan for sanitizing common areas (e.g., restrooms, cafeterias) and surfaces in high-traffic areas (e.g., entry/exit doorknobs, stair railings, copiers, refrigerators, microwaves)
- Develop plan for cleaning areas, equipment, workstations, etc.
- Place sanitizing supplies, hand sanitizer and/or hand-washing stations in necessary areas

Staffing & Attendance

- Develop plan for managing maximum occupancy and group size requirements
- Develop plan for limiting occupancy of common areas/break rooms to allow for social distancing
- Designate an employee to monitor social distancing, if required
- Provide communication to employees around minimizing the number of in-person meetings, reducing material sharing, etc.
- Consider staggering shift, lunch, and break times to minimize congregation of employees

External Interactions

- Put procedure in place for asking if external suppliers or visitors are exhibiting COVID-19 symptoms
- Develop process for logging all vendors who enter premises, if required

Customer Behaviors

- Develop procedure for asking if customer is currently exhibiting COVID-19 symptoms before allowing entrance, if necessary
- Develop plan for phone or online reservations, if required
- Provide communication to customers/visitors with social distancing and other guidelines

Best Practices for Conducting Workplace Wellness Screenings for Employees

All workers must complete health and safety training related to COVID-19 when initially returning to work.

Training Content

- Sources of COVID-19 exposure
- Hazards associated with COVID-19 exposure
- Best practices to reduce COVID-19 exposure, including but not limited to general hygiene, social distancing and use of face coverings and other PPE (e.g., how to put on, clean and maintain)
- Appropriate workplace protocols to prevent/reduce likelihood of COVID-19 exposure, including but not limited to:
 - Disinfection of common workspaces, materials, equipment, etc.
 - Use of face coverings
 - Safe work practices
- Symptoms of COVID-19 and what to do if sick
- Definition of high-risk populations
- Isolation of individuals with suspected or confirmed COVID-19
- Reporting of possible cases
- CDC and OSHA guidelines and encouraged best practices

Additional Resources

Sample resources to leverage when developing workplace-specific training:

- [OSHA guidelines for training and control/prevention of COVID-19](#)
- [OSHA training on PPE](#)
- [CDC overview of high-risk individuals/personal risk factors](#) and [OSHA overview of hazard recognition for workers](#)
- [List of EPA-registered disinfectants for use against COVID-19](#)
- [OSHA training resources](#)

Also consider the following best practices when screening employees per workplace guidelines.

Wellness Screening Best Practices

- Conduct in-person health screenings safely and respectfully
- Use social distancing, impermeable barriers, or PPE to protect the screener
- Organize and complete health screenings in a way that helps maintain social distancing guidelines (e.g., multiple on-site screening locations at different entries of buildings)
- If conducting temperature screenings, considering using an infrared, thermal camera or touchless thermometer
- Follow guidance from the Equal Employment Opportunity Commission regarding confidentiality of medical records from health checks
- Ensure screenings are conducted as privately as possible to prevent stigma and discrimination in the workplace
 - Avoid making determinations of risk based on non-health-related factors (e.g., race, country of origin)
 - Be sure to maintain confidentiality of each employee's medical status and history

Wellness Screening Questions

Ask employees about the following symptoms and check off those that apply.

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or shortness of breath?
- Do you have a headache or muscle aches?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills?
- Have you been experiencing any other symptoms?¹
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?²

¹ Other symptoms: consider also runny nose, diarrhea, nausea, vomiting, or abdominal pain. For reported headaches: consider if new or unusual onset, and not related to caffeine, dietary reason (hunger), or history of migraines, cluster, or tension headaches, or headaches typical for the individual

² Close contacts include household contacts, intimate contacts, or contacts within 6feet for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing N95 mask during period of contact.

Post-Screening Practices

If an employee indicates having or experiencing any of the COVID-19 related symptoms above:

- Immediately separate employee from other employees, customers, visitors, and guests and send employee home (as per CDC guidelines)
- Ensure employee remains isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via two (2) negative COVID-19 tests in a row, with testing done at least 24 hours apart
- Encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms or test positive for COVID-19, notify your local health department within one (1) day of being informed of the prevalence of COVID-19 symptoms or positive test results
- Increase cleaning and disinfecting procedures in your facility according to CDC guidelines
- Have a procedure in place for the safe transport of sick employees if an employee were to become sick or experience any symptoms while at work
- Encourage sick employees or employees with any symptoms to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations and follow CDC-recommended steps

Helpful Resources

To help clients navigate these challenging times, USI has implemented a **STEER (Steer Through Epidemic & Economic Recovery) Task Force**. This cross-functional team is working to provide timely COVID-19 information, understand cross-industry and geographic impact and evolving responses, and to develop and deliver tailored solutions to help clients steer through this epidemic challenge and economic recovery.

For additional resources, tools and information, please visit our COVID-19 resource page:
www.usi.com/public-health-emergencies

