

Reopening Checklist COVID-19 Quick Guide

Laws and Guidance:

1. Ensure compliance with federal, state and local laws and executive orders
2. Review CDC and OSHA guidance
3. Review updated DOL, EEOC and state/local guidance on employee leave and accommodation requirements
4. Review industry-specific agency directives and guidance
5. Consider retention of experts to ensure safety compliance (*e.g.*, industrial hygienists)

Planning to Reopen

1. Create reopening task force involving key personnel across operations
2. Develop timeline for reopening and communicate to all key personnel
3. Discuss potential risks and liabilities with insurers and counsel
4. Ensure compliance with all mandatory posting requirements prior to reopening

Operations

1. Discuss reopening with landlord and/or management companies
2. Notify/involve vendors in reopening plans
3. Restart mail and supply deliveries
4. Plan for both short and long-term supply chain shortages
5. Prepare contingency plan in the event of future closures

Employee engagement

1. Consider collective bargaining agreements and discuss reopening with union leaders
2. Develop recall plan for furloughed employees and re-hiring process for laid-off employees
3. Strategize for personnel needs in the event of re-employment or relocation of furloughed or laid-off workers
4. Assess ongoing telework policy
5. Designate individual(s) to whom employees should direct questions and concerns, report potential safety violations and requests for accommodations
6. Train managers and employees on new COVID-19-related policies and procedures
7. Communicate availability of EAPs and other mental health resources

Safety

1. Consider development of staggered/rotational scheduling
2. Educate employees on expectations regarding hygiene and sanitization
3. Display educational signs regarding best hygiene practices to reduce risk of transmission
4. Ensure availability of cleaning and sanitization supplies to employees and third parties on premises
5. Prepare employee health screening protocols (temperature checks, health monitoring questionnaire and/or testing)
6. Implement social distancing measures, re-arranging workspaces if necessary
7. Review existing cleaning/sanitization protocols and consider enhancements, especially for shared, high-traffic and common areas
8. Consider requiring protective coverings, even when not legally mandated
9. Develop protocols for third-party (visitors, vendors, etc.) access to premises
10. Take measures to control access to common areas
11. Develop policies to limit use of shared equipment and devices

Policy/Handbook updates

1. Develop protocols for suspected or confirmed cases of COVID-19 and communicate same to all employees
2. Develop policies for protection of confidential employee data
3. Review and update leave policies to comply with new requirements
4. Consider amendments to telework policy
5. Update policies to reflect new pandemic safety policies on reporting of symptoms and safety concerns, contact tracing and protocols for suspected or confirmed cases of COVID-19

Documents

1. Notification letter to employees and clients/customers regarding reopening
2. Assess necessity of new hiring paperwork for lengthy furloughs and lay-offs
3. Recall letter for furloughed employees and return letters for remote employees
4. Notification for health screening and testing protocols
5. Notifications and consent for any contact tracing apps
6. Communications regarding updated office hours scheduling (including telework and staggered or rotational scheduling)
7. Notice for updated workplace safety measures
8. Ensure that remote workers have access to workplace policies and mandated posters