

## Return to Work Plan Checklist



Category	Topic	Yes/No
<b>Building Preparation</b>	Building/HVAC cleaned or upgrade	
	Common Surfaces being cleaned frequently	
	Communications in place to share updates	
	Contractors/Vendors/Supplies policies addressed	
	Covid PPE Supplies available and accessible	
	Covid future response plan ready	
	Culinary facilities upgraded and policies in place	
	Environmental factors have been addressed	
	Safety equipment, supplies and barriers installed	
	General Hygiene signs/policies/supplies in place	
	Health Check/Temp screening policy/tools in place	
	Social Distancing policies in place	
Areas closed if potential risk		
<b>Workforce</b>	Employee Training has been developed	
	Covid PPE Supplies are available and accessible	
	PPE Requirements are well defined and posted	
	Facility Specific Issues are addressed	
	Health and Well-being policies are created	
	HR Issues are addressed	
	Socio economic needs addressed for affected staff	
	Leave Policies modified to account Covid impacts	
	Remote Work policies are clear	
<b>Safety</b>	Sickness Containment policies have been created	
	Safety Plan Updates have been made	
	Gathering Size guidelines are created	
	Alert conditions are created and method in place	
	Dismissals and Leave conditions published	
<b>Regulatory</b>	Documentation updated	
	OSHA issues have been addressed	
	State and Local guidelines are implemented	
	Federal Guidelines are implemented	
<b>Reduce Touchpoint and Increase Cleaning</b>	Handwashing encouraged with signage	
	Workplace Cleaning increased	
	Sanitizing stations throughout facility	
<b>Social Distancing Plans</b>	Return to Work Team created	
	Person flow evaluated for all work areas	
	Signage arrows and distancing installed	
<b>Control Access</b>	Touch Screens cleaning addressed	
	Temperature Screening implemented if applicable	
	Visitors policies created	
	Shipping and Receiving policies created	

Number of Yes Responses	How are you doing?
0-5	Unprepared
6-10	Need to do some work to get ready
11-15	Good effort but still room for improvement
16-20	Well prepared

Do you need a detailed Return to Work Plan?

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