

COVID-19 PANDEMIC:

A Guide to Reopening

No matter where your team has been working from, business hasn't stopped. As you open your location (or open it further), we know it's critical to maintain the health and safety of your employees and clients.

It can be hard to stay on top of everything, so use this checklist to help.

We're here if you need anything.

CHECKLIST

Here are several items you should consider while reopening safely for both your employees and clients:

- Get your workplace ready before your staff returns.**
Clean and inspect the premises; check HVAC and mechanical systems.
- Continue working remotely where possible.**
The less we get together, the healthier we'll be.
- Bring back staff in phases.**
Don't reassemble the whole band at once.
- Make reasonable accommodations for higher-risk employees.**
Keep your vulnerable employees safe.
- Mask and glove up employees.**
Provide personal protective equipment (PPE) and require their use. If you're allowing visitors, have them wear masks.
- Soap up and sanitize.**
Encourage frequent hand washing and the use of hand sanitizer.
- Set a regular cleaning schedule and stick to it.**
Clean surfaces help keep people healthy.
- Limit access to common areas.**
Control use of conference rooms, kitchens, and water coolers.
- Keep your (social) distance.**
Limit face-to-face interaction with employees and others. Even when in the office, continue to use Zoom, Skype, and other tech tools.
- Require employees to monitor their own health.**
For example: Daily temperature check first thing in the morning.
- Encourage employees with symptoms to get tested.**
Early testing means early treatment.
- Require employees who don't feel well to stay home.**
This is no time to be a hero. Rest up and get well.
- Make one staff member responsible for compliance enforcement.**
If everyone is responsible, no one is responsible. Appoint a COVID-19 "cop."
- Educate employees on workplace safety.**
What they need to do and why.
- Post reminders around the office.**
Send the message with colorful signs.

MORE INFORMATION

Use the resources below for more information on guidelines to reopening safely:

[U.S. Centers for Disease Control and Prevention](#)