

Re-Entry Checklist

DESCRIPTION	DONE
Crisis Management / Leadership Responsibilities	
<p>Designate an individual to implement appropriate policies and procedures for the re-entry of employees into the “new normal” structure of your organization. It is recommended that this person be capable of accessing appropriate resources.</p> <p>This individual must implement an appropriate timeline (phased approach) to determine the progression moving forward for re-entry and design an integrated approach that reflects the needs of the workspace and the workforce.</p> <p>This individual should focus on the overall health and safety of the workspace and its employees, and should be aware of current policies and procedures updated by local, state, and federal officials. See Resources.</p> <p>This individual should communicate new or updated policies and guidelines by conveying clear and accurate expectations throughout the workspace.</p>	
<p>Determine the employees who are deemed essential and will be requested to come into the workspace.</p>	
<p>Ensure senior leadership is supportive and acknowledges full ownership of the re-integration process into the workspace.</p>	
Communications / Policy & Guidelines	
<p>Articulate the importance of consistently communicating those policies and procedures which support the safety and health of all individuals. Leadership should brief all employees of updated policies and guidelines on a regular basis.</p> <p>Clearly communicate health requirements for entry to all facilities and obtain any employee or visitors’ travel histories and the presence of COVID-19 symptoms or other known illnesses prior to entry.</p> <p>Ensure that policy and guideline updates reflect the timely and accurate collection and analysis of hard data rather than anecdotal information or feelings.</p> <p>Consider which workplace policies and guidelines you should adjust to support your pandemic-related needs. These may include reallocating unassigned seats to essential workers upon re-entry or establishing rotational staffing shifts.</p>	
Pre-Arrival / Follow-Up	
<p>Implement a comprehensive COVID-19 response training program, either online or in person, that is required prior to returning to the office space. At a minimum, this training program should be required annually.</p>	
<p>Establish a pre-arrival check-in system which includes several questions ensuring employees are healthy and safe to enter the workspace.</p>	
<p>Provide welcome back kits to assist employees with their transition back to the workplace. Each welcome back kit might include a printed FAQ guide about updated protocols for social distancing, respiratory etiquette, and other new workspace norms.</p>	
Facility Design / Built Environment	
<p>Design and position proper way-finding signage and other key health and safety messages throughout the workspace to instill and promote reasonable daily habits of all individuals. This best practice has the added advantage of carrying over into each individual’s personal life.</p>	
<p>Re-design or construct the physical workspace to comply with state-mandated policies and social distancing guidelines for the health and safety of all individuals. These guidelines may vary state to state.</p>	

DESCRIPTION

DONE

Follow CDC guidance regarding **elevators** and **escalators** to keep elevator rides and escalator rides from becoming a high-spread area for infectious diseases.

Ensure the following measures are implemented:

1. Riders should wear masks at all times.
2. Limit numbers of riders to no more than four (4) individuals at one time.
3. Keep all talking and conversations to a minimum.
4. Hand sanitizer stations should be placed at the outside of all elevator doors on all levels of the facility.

Configure **HVAC** systems to run on full fresh air rather than recirculating the facility's existing air and pre-purge the air conditioning systems, as a means to improve indoor air quality for building occupants upon re-entry.

Commission **air handling systems** to make sure they are functioning properly.

Reassess the existing **supply chain process** to ensure appropriate policy and procedures are implemented and followed. Assess current supply chain vendor relationships and determine if it would make sense to look for any new vendors to help meet short-term needs.

Sanitation

Implement appropriate **response procedures** for anyone identified as an infected individual. This response should include:

1. Identify personnel who came in contact with the infected individual.
2. Decontamination of the workspace.
3. Ensure quarantine period is followed by the infected individual and all who came in contact with them.
4. Ensure job related responsibilities and deadlines are fulfilled during the infected individual's absence.

Ensure the workspace receives multiple control levels for **cleaning and decontamination** during and after work hours.

Resources

Federal

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/>

White House Guidelines for Opening Up America Again

<https://www.whitehouse.gov/openingamerica/>

White House Official Coronavirus Website

<https://www.coronavirus.gov/>

Occupational Safety and Health Administration (OSHA)

<https://www.osha.gov/SLTC/covid-19/>

UW - Institute for Health Metrics and Evaluation

<http://covid19.healthdata.org/>

State

U.S. Chamber of Commerce (state by state business re-opening guidance)

State Official Government Website

usa.gov

irs.gov

State or Governor's official social media sites and accounts

Local

Individual counties and city media sites and social media accounts

Industry Specific

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/>

American Industrial Hygiene Association (AIHA)

<https://www.aiha.org/>