

# Returning to Work During COVID-19

## Checklist

- ✓ Complete a “deep clean” of the facility- Fogging.
- ✓ Request your landlord to complete a “deep clean” of the entire building.
- ✓ Consider installing high-efficiency air filters.
- ✓ Increase ventilation rates in the work environment.
- ✓ Install physical barriers, such as clear plastic sneeze guards.
- ✓ Remind sick workers to stay at home.
- ✓ Notify employees of the preparation done at the office.
- ✓ Consider requiring temperature checks prior to admittance to the office each day.
- ✓ Ask employees to wear masks while in public areas. They can only remove if they are in their office or work space.
- ✓ Require hand washing before entering the space and ask employees to wash hands regularly.
- ✓ Ask people to eat at their workstations to avoid people gathering in cafeteria/break room.
- ✓ Establish alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- ✓ Limit meetings to no more than five people. Use Zoom/Webex when possible to avoid people in the same room.
- ✓ Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- ✓ Train workers who need to use protective clothing and equipment on how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

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