CHECKLIST | POST-CORONAVIRUS OFFICE

Presented by Highpoint Insurance Group

Physical Updates to Office

As organizations create return-to-work plans, many employers are reviewing best practices for their post-coronavirus office. By updating office layouts, encouraging new behaviors and expanding remote work options, employers can help prevent the spread of diseases and protect the health and safety of employees. Use this checklist as a guide when evaluating changes to your office.

YES

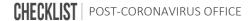
NO

N/A

Do employees have workstations 6 feet or more apart?			
Are walls or barriers set up between employee workstations?			
Has a walk-traffic flow that discourages congestion been established?			
Do facilities have high-functioning air filters?			
Do facilities have automatic doors?			
Do bathrooms have no-touch sinks and soap dispensers?			
Do bathrooms have no-touch paper towel dispensers?			
Employee Behaviors	YES	NO	N/A
Employee Behaviors Are employees washing their hands regularly for 20 seconds with soap and water?	YES	NO	N/A
Are employees washing their hands regularly for 20 seconds with soap and			N/A
Are employees washing their hands regularly for 20 seconds with soap and water?			N/A
Are employees washing their hands regularly for 20 seconds with soap and water? Are employees avoiding shaking hands?			
Are employees washing their hands regularly for 20 seconds with soap and water? Are employees avoiding shaking hands? Are employees practicing social distancing?			
Are employees washing their hands regularly for 20 seconds with soap and water? Are employees avoiding shaking hands? Are employees practicing social distancing? Are employees practicing social distancing in meetings? Are employees avoiding the use of multi-touch devices, such as shared			

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed representative at Highpoint Insurance Group Agency or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.

Cleaning	YES	NO	N/A
Are routine cleanings conducted frequently?			
Do cleaning routines use soap, water and disinfectants listed by the Environmental Protection Agency (EPA) to use against SARS-CoV-2, the virus that causes COVID-19?			
Are cleaning supplies stocked, including EPA-recommended disinfectants?			
Are all multi-touch surfaces such as doorknobs part of cleaning routines?			
Are hand sanitizer and sanitizer wipes provided to employees?			
If using face coverings or masks, does your organization have a cleaning procedure in place?			
Remote Work Planning	YES	NO	N/A
Has your organization considered the feasibility of remote work in your workplace?			
Have remote work expectations been established for when employees return to work?			
Have return-to-work expectations been communicated to employees?			
Policies and Preparedness	YES	NO	N/A
Is a policy in place to protect employees in COVID-19 high-risk categories?			
Has your organization considered updates to leave policies?			
Has your organization considered screening employees for COVID-19-related symptoms?			
Does your organization have a prepared response for employees who have COVID-19-related symptoms?			
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?			
Is your organization prepared to fully or partially close the workplace in the future?			



Use this checklist as a guide when planning your post-coronavirus office. For any checklist items you select "NO," consider whether any updates could help protect the health and safety of your employees. For assistance with COVID-19-related topics, contact Highpoint Insurance Group.