

Best Of: Post-coronavirus Checklists

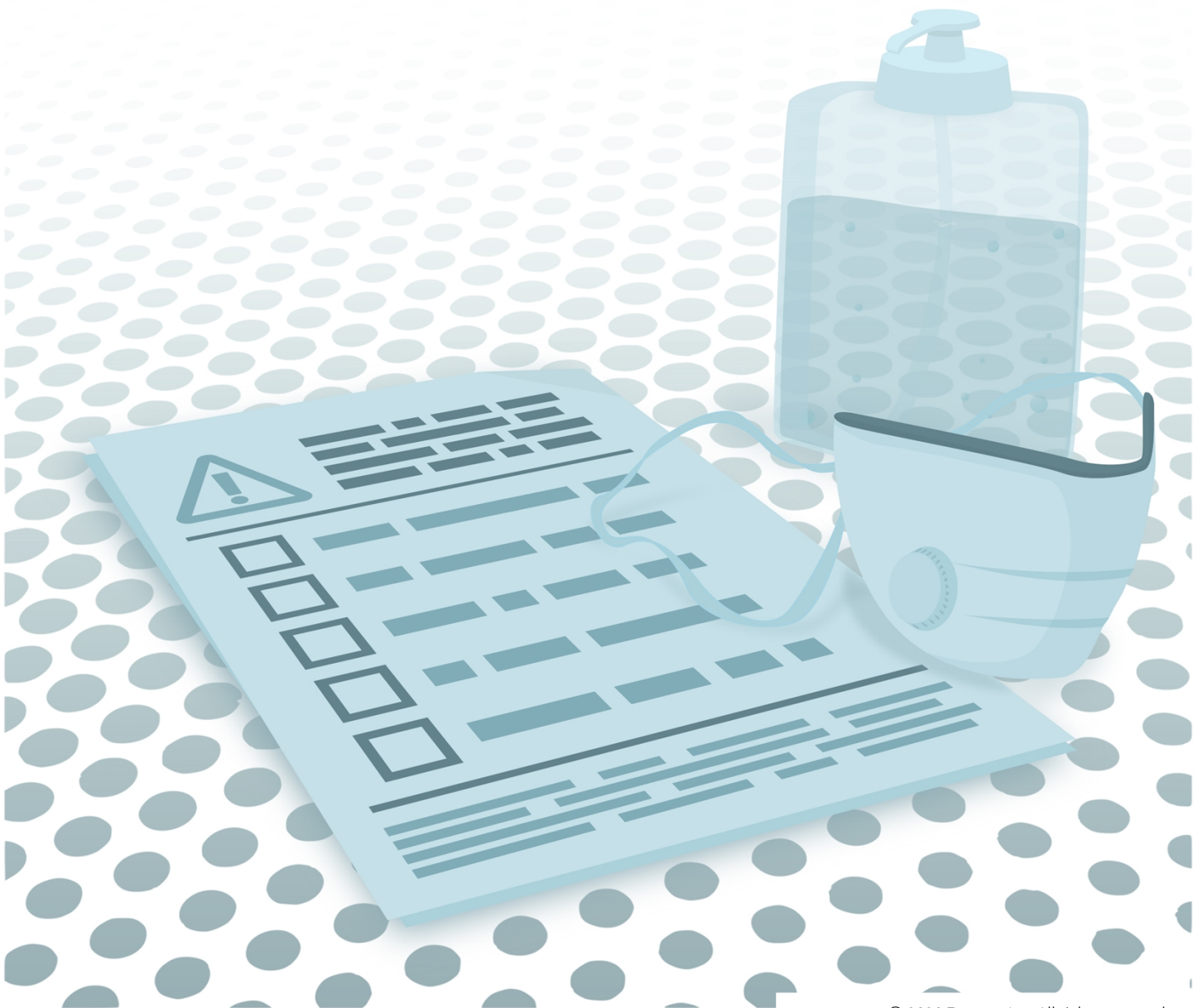


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CHECKLIST | POST-CORONAVIRUS WORKPLACE PREPAREDNESS

Presented by Highpoint Insurance Group

The coronavirus disease (COVID-19) pandemic has changed many aspects of the current workplace, and hygiene and cleanliness are key topics when creating post-coronavirus workplace plans. Based on guidance from the Centers for Disease Control and Prevention (CDC), there are actions employers can consider. By taking workplace preparedness steps such as updating office layouts, encouraging new behaviors and evaluating existing policies, employers can help prevent the spread of COVID-19 and protect the health and safety of employees. To get started, employers can review topics on this checklist.

Employee Behaviors	YES	NO	N/A
Are employees practicing social distancing, maintaining a distance of 6 feet or more from each other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees washing their hands regularly for 20 seconds with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees practicing social distancing in meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees avoiding the use of multi-touch devices, such as shared computers in meeting rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Protective Equipment	YES	NO	N/A
Are employees expected to wear face coverings or masks in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are face coverings or masks provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If face coverings or masks are not provided to employees, is a reimbursement program in place for any costs of face coverings, masks or necessary materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gloves provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Communications	YES	NO	N/A
Are employees trained on what COVID-19 related symptoms to look for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received communications regarding COVID-19 workplace best practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If using face coverings or masks, have employees been trained on proper procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Cleaning	YES	NO	N/A
Are routine cleanings conducted frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do cleaning routines use soap and water, and disinfections listed by the Environmental Protection Agency (EPA) to use against SARS-CoV-2, the virus that causes COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning supplies stocked, including EPA-recommended disinfectants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all multi-touch surfaces such as doorknobs part of cleaning routines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hand sanitizer and sanitizer wipes provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If using face coverings or masks, does your organization have a cleaning procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Workplace Facilities, Equipment and Layout	YES	NO	N/A
Do employees have workstations 6 feet or more apart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walls or barriers set up between employee workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a walk-traffic flow that discourages congestion been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do facilities have high-functioning air filters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do facilities have automatic doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do bathrooms have no-touch sinks and soap dispensers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do bathrooms have no-touch paper towel dispensers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Policies and Preparedness	YES	NO	N/A
Is a hand-washing policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a social distancing meeting policy been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a policy in place to protect employees in COVID-19 high-risk categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a prepared response for employees who have COVID-19-related symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLIST | POST-CORONAVIRUS WORKPLACE PREPAREDNESS

Use this checklist as a guide when planning your post-coronavirus workplace preparedness plan. 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.

CHECKLIST | POST-CORONAVIRUS OFFICE

Presented by Highpoint Insurance Group

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.

Physical Updates to Office	YES	NO	N/A
Do employees have workstations 6 feet or more apart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walls or barriers set up between employee workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a walk-traffic flow that discourages congestion been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do facilities have high-functioning air filters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do facilities have automatic doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do bathrooms have no-touch sinks and soap dispensers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do bathrooms have no-touch paper towel dispensers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Behaviors	YES	NO	N/A
Are employees washing their hands regularly for 20 seconds with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees avoiding shaking hands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees practicing social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees practicing social distancing in meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees avoiding the use of multi-touch devices, such as shared computers in meeting rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees using face coverings or masks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have updated expectations been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Cleaning	YES	NO	N/A
Are routine cleanings conducted frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning supplies stocked, including EPA-recommended disinfectants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all multi-touch surfaces such as doorknobs part of cleaning routines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hand sanitizer and sanitizer wipes provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If using face coverings or masks, does your organization have a cleaning procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remote Work Planning	YES	NO	N/A
Has your organization considered the feasibility of remote work in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have remote work expectations been established for when employees return to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have return-to-work expectations been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Policies and Preparedness	YES	NO	N/A
Is a policy in place to protect employees in COVID-19 high-risk categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization considered updates to leave policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization considered screening employees for COVID-19-related symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a prepared response for employees who have COVID-19-related symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization prepared to fully or partially close the workplace in the future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

CHECKLIST | RESPONDING TO A POSITIVE COVID-19 TEST

Presented by Highpoint Insurance Group

The coronavirus (COVID-19) pandemic has challenged employers to plan for how they would respond to a positive test in their workplace. Employers are responsible for handling the situation swiftly to protect the health of other employees while preserving the affected employee's confidentiality. In addition to notifying the company and its customers, employers must also disinfect the office and evaluate next steps. If you're in this situation, you may be wondering what you need to do. The Centers for Disease Control and Prevention (CDC) provides guidelines for how employers can respond, and this checklist provides an outline of steps for employers to consider.

Employer Preparedness Plans	YES	NO	N/A
Does your organization have COVID-19 testing practices in place that comply with all applicable federal and local guidance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a planned response been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Addressing Employee Who Tested Positive	
Calmly and empathetically address the employee to discuss next steps and assistance.	<input type="checkbox"/>
Ensure the employee that their identity will remain confidential.	<input type="checkbox"/>
Question the employee about with whom they have been in contact within the last 14 days.	<input type="checkbox"/>
Determine if the employee has been in the workplace within the last seven days.	<input type="checkbox"/>
Ensure the employee goes into isolation, and help them coordinate taking leave or paid time off until they've recovered.	<input type="checkbox"/>
Refer the employee to local health resources.	<input type="checkbox"/>

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Communications	
Notify any co-workers or customers with whom the ill employee had been in contact.	<input type="checkbox"/>
Make determinations on any employees who should begin self-isolation for 14 days. Communicate steps for self-isolation, including taking leave, paid time off or remote work arrangements.	<input type="checkbox"/>
Notify the rest of the company by email or letter that an employee has tested positive for COVID-19. Keep employee's identity confidential.	<input type="checkbox"/>
Notify employees on next steps, including details for a partial or full closing of the workplace for disinfecting.	<input type="checkbox"/>
If planning on having any or all employees work from home or closing the office, disclose this information in the communication.	<input type="checkbox"/>

Close Down the Workplace	
Determine whether the workplace will be partially or fully closing for disinfecting.	<input type="checkbox"/>
If feasible, allow eligible employees to work from home during this time.	<input type="checkbox"/>
Ensure all temporary closing information is communicated to employees, including whom this affects, remote work expectations, paid time off, leave and expected timelines for reopening the workplace.	<input type="checkbox"/>
Review provisions included in the newly instituted federal leave act, the Families First Coronavirus Response Act (FFCRA), should you need to close the office or if employees opt to take leave due to COVID-19. Certain employers are required to provide employees with expanded family and medical leave for specified reasons related to COVID-19 through Dec. 31, 2020.	<input type="checkbox"/>
Create plans for only cleaning staff to be in infected areas for 72 hours during the disinfecting period.	<input type="checkbox"/>

Preparing for Disinfecting	
If the employee has been in the workplace within the last seven days, begin preparations for disinfecting the workplace.	<input type="checkbox"/>
Ensure necessary cleaning supplies are stocked, including soap and disinfectants listed by the Environmental Protection Agency (EPA) to use against SARS-CoV-2, the virus that causes COVID-19.	<input type="checkbox"/>
Ensure personal protective equipment is stocked for cleaning teams, including gloves, gowns and face coverings.	<input type="checkbox"/>
Evacuate planned areas for disinfecting for at least 72 hours.	<input type="checkbox"/>

Disinfecting the Workplace	
Close off all areas visited by the person, open windows and use ventilating fans with airflow. After opening up the airflow, wait 24 hours before beginning cleaning.	<input type="checkbox"/>
After 24 hours, cleaning staff should begin disinfecting all areas and equipment used by the person.	<input type="checkbox"/>
Ensure cleaning staff is using personal protective equipment, including gloves, gowns and face coverings.	<input type="checkbox"/>
Begin by cleaning all hard surfaces with soap and water.	<input type="checkbox"/>
Apply a disinfectant to all surfaces. The EPA lists appropriate disinfectants for use against SARS-CoV-2, the virus that causes COVID-19.	<input type="checkbox"/>
Clean soft surfaces such as carpeted floor, rugs and drapes. For soft surfaces, best cleaning practices are similar to those of hard surfaces. However, you can clean by laundering if possible. If not an option, continue to clean with a disinfectant.	<input type="checkbox"/>
Clean electronic devices, according to manufacturers' instructions, or with alcohol-based cleaning solutions with at least 70% alcohol.	<input type="checkbox"/>
Clean soft laundry items, such as towels, linens and work-related clothing using manufacturers' instructions, using the warmest possible water setting.	<input type="checkbox"/>
When employees return after 72 hours, resume routine cleaning routines.	<input type="checkbox"/>

Use this checklist as a guide when planning how to respond to an employee testing positive for COVID-19. For any items you are unable to check, consider if any updates to your organization's response could help protect the health and safety of employees and guests. By preparing in advance, employers can swiftly respond to the employee, effectively notify the rest of their organization and make plans for moving forward. Highpoint Insurance Group is here to help during these uncertain times. Contact us today for additional COVID-19 resources and guidance for how your company can respond to it.

CHECKLIST | REMOTE WORKSTATION

Presented by Highpoint Insurance Group

As remote work has been an expanded practice, many organizations are reviewing how they can best support and plan for use of the remote workplace. Employers can use this checklist when reviewing and planning a remote workstation setup for current employees, or when planning a remote onboarding process. Remote workstation setup can vary by organization, and the employee's role and responsibilities. Employers can review this checklist to determine which components of a remote workstation should be provided to employees and what technology considerations should be planned for.

Workstation Environment and Setup	
Adequate space within the employee's home for an office	<input type="checkbox"/>
Workstation area that complies with ergonomic and safety guidelines	<input type="checkbox"/>
Workstation in a location with broadband network able to download and upload at a minimum of 1.5 megabytes per second	<input type="checkbox"/>
Environment with minimal noise and distractions	<input type="checkbox"/>
Desk or work area with sufficient space for equipment	<input type="checkbox"/>
Comfortable and ergonomic office chair	<input type="checkbox"/>

Computer	
Desktop or laptop, either provided by the employer or employee	<input type="checkbox"/>
Adequate hard drive capacity and memory on computer to perform necessary job duties	<input type="checkbox"/>
If video calls will be part of the employee's job responsibilities, computer includes a webcam	<input type="checkbox"/>
Headset with microphone	<input type="checkbox"/>
Power cord	<input type="checkbox"/>
Mouse	<input type="checkbox"/>
Mouse pad	<input type="checkbox"/>
Keyboard	<input type="checkbox"/>

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Optional Workstation Equipment	YES	NO	N/A
Docking station or hub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External monitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional monitor for dual-monitor setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office Supplies	YES	NO	N/A
Notebooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Binders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pencils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stapler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Technology Software and Services	YES	NO	N/A
Cloud-based phone subscription service or cellphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual private network (VPN) established for employee's computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal network access given to employee for all necessary job functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this checklist as a guide when planning the remote workstation setup for employees working remotely full- or part-time at your organization. For assistance with remote work planning, contact Highpoint Insurance Group.

CHECKLIST | POST-CORONAVIRUS REMOTE WORK PLANNING

Presented by Highpoint Insurance Group

The coronavirus disease (COVID-19) pandemic has changed many aspects of the current workplace. As organizations create post-coronavirus return-to-work plans, many employers are reviewing remote work practices. Employers can use this checklist when implementing remote work.

Remote Work Planning	YES	NO
Has your organization considered the feasibility of remote work in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization considered interviewing candidates virtually?	<input type="checkbox"/>	<input type="checkbox"/>
Has a process for onboarding remote employees been established?	<input type="checkbox"/>	<input type="checkbox"/>
Have remote work expectations been established for when employees return to work?	<input type="checkbox"/>	<input type="checkbox"/>
Have return-to-work expectations been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>

Schedule	YES	NO
Does your organization have set guidelines for working hours?	<input type="checkbox"/>	<input type="checkbox"/>
Have guidelines for working hours been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are scheduling expectations detailed in your telecommuting policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a plan to monitor when employees are online?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees required to check in when they're working remotely?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a plan in place to accommodate employees who may be balancing caregiving and working-from-home responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>

Policies	YES	NO
Does your organization have a telecommuting policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy include information about expected working hours?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy include information about communication expectations?	<input type="checkbox"/>	<input type="checkbox"/>

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Does your policy include information about your company's cyber security expectations?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy include information about your company's expectations for using company property at home?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy include information about productivity expectations?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received your telecommuting policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization require employees to sign a policy acknowledgment agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Has your employee handbook been updated with specific guidelines for remote work?	<input type="checkbox"/>	<input type="checkbox"/>

Technology	YES	NO
Do your remote employees have access to all the technology they need?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have access to video conferencing technology?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have access to communication platforms?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a plan in place for what employees should do if they have issues with their technology?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees allowed to request additional equipment should they need it?	<input type="checkbox"/>	<input type="checkbox"/>
Are technology specifications detailed in your telecommuting policy?	<input type="checkbox"/>	<input type="checkbox"/>

Communication	YES	NO
Does your organization have a plan for regular communication with remote employees?	<input type="checkbox"/>	<input type="checkbox"/>
Is your communication plan detailed in your company's telecommuting policy?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers checking in with employees daily?	<input type="checkbox"/>	<input type="checkbox"/>
Are plans in place for fostering teamwide communication?	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization provided resources to employees on work-from-home ergonomics?	<input type="checkbox"/>	<input type="checkbox"/>
Does your communication plan include providing companywide news regarding the COVID-19 pandemic?	<input type="checkbox"/>	<input type="checkbox"/>

Employee Engagement	YES	NO
Does your organization have a plan for keeping remote employees engaged?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have an employee recognition program for remote employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization encourage employees to preserve their work-life balance?	<input type="checkbox"/>	<input type="checkbox"/>
Do managers check in on employees' mental well-being?	<input type="checkbox"/>	<input type="checkbox"/>
Are strategies in place to ensure employees don't feel isolated?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees have access to telecommuting resources?	<input type="checkbox"/>	<input type="checkbox"/>
Are social engagement opportunities provided to remote employees, such as video calls intended for non-work conversations and team-building?	<input type="checkbox"/>	<input type="checkbox"/>

Use this checklist as a guide for remote work considerations when creating return-to-work plans. For additional resources on COVID-19, contact Highpoint Insurance Group.

CHECKLIST | RETURN-TO-WORK COMMUNICATIONS PLANNING

Presented by Highpoint Insurance Group

The coronavirus disease (COVID-19) pandemic has challenged existing practices in the workplace, and many employers are implementing return to work plans—which often include updating expectations for employees and partners. When utilizing effective communications, organizations can equip employees to contribute to post-coronavirus efforts. By being proactive and establishing effective communication plans, employers can not only help prevent the spread of COVID-19 but put employees at ease, knowing that necessary steps are being taken to best ensure their health and safety. As return to work updates often influence various workplace changes, organizations may also want to consider how to effectively communicate with customers, vendors, guests and local officials. To get started, employers can review how topics on this checklist fit into their communications strategy.

Employee Relations	YES	NO	N/A
Are employees being referred to a primary channel of communications for COVID-19-related updates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received communications regarding expectations for hand-washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received communications regarding expectations for proper social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If employees are expected to wear face coverings or masks in the workplace, have expectations been communicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If face coverings or masks are not provided to employees, have details been communicated for any face covering or mask cost reimbursement programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received communications regarding policies in place to protect employees in COVID-19 high-risk categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received communications regarding any updates to remote work policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received communications regarding any updates to business travel policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have updated expectations for meetings been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received information on existing or new leave policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization provided communications on updated virus-resistant cleaning procedures, including any expectations of employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization provided employees with health and wellness resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Training Employees	YES	NO	N/A
Are employees trained on what COVID-19-related symptoms to look for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained on proper hand-washing, including how and when to wash their hands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If using face coverings or masks, have employees been trained on proper procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained on cleaning and disposing of personal protective equipment, including face coverings, masks and gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have cleaning teams been trained on coronavirus-resistant best practices, including cleaning surfaces with use of disinfectants that are listed by the Environmental Protection Agency (EPA) to use against SARS-CoV-2, the virus that causes COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees aware that thorough cleaning procedures do not replace best practices, such as social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Monitoring COVID-19 Symptoms	YES	NO	N/A
If conducting COVID-19 screenings on-site, have employees received communications clarifying the process of screenings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If conducting COVID-19 screenings on-site, have been employees been assured that all screenings will be conducted using safe practices and in full compliance with all federal and local laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees aware of follow-up steps should they display COVID-19-related symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Customers, Vendors and Guests	YES	NO	N/A
Are ongoing business updates communicated to customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has ongoing dialogue been established with vendors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any updates to visitation or guest policies been shared both internally and externally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Local Health Officials	YES	NO	N/A
Is your organization following guidance from local health officials and establishing ongoing dialogue as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization prepared to utilize local health resources in the event of a positive COVID-19 test and recommend health resources to affected employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Future Preparedness	YES	NO	N/A
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have disinfecting and cleaning plans been communicated to employees in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your planned response include notifying employees and guests of a positive COVID-19 test?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a preparedness plan for communicating updates for any future partial or full closings of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this checklist as a guide when planning your organization's post-coronavirus communications plans. For any checklist items you select "NO," consider if any changes could help ensure return to work plans are communicated effectively. For assistance with COVID-19-related topics, contact Highpoint Insurance Group.

CHECKLIST | POST-CORONAVIRUS RETURN-TO-WORK CLEANING

Presented by Highpoint Insurance Group

As employers prepare return to work plans, workplace cleanliness is a topic on the minds of many. In the wake of the coronavirus disease (COVID-19) pandemic, cleaning practices play a crucial role when reopening workplaces. The Center for Disease Control and Prevention (CDC), and the Environmental Protection Agency (EPA) outline best practices for employers regarding routine cleanings of a workplace to best prevent the spread of COVID-19. To get started, employers can consider topics on this checklist when planning or updating cleaning routines.

Routine Cleaning Practices	YES	NO	N/A
Are routine cleanings conducted frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do cleaning routines begin by cleaning with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do cleaning practices use disinfectants listed by the EPA to use against SARS-CoV-2, the virus that causes COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all multi-touch surfaces such as doorknobs part of routine cleanings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electronic devices being routinely cleaned according to manufacturer's instructions or with alcohol-based cleaning solutions with at least 70% alcohol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are soft surfaces such as carpeted floor, rugs and drapes being routinely cleaned with soap, water and appropriate cleaners designated by manufacturer's recommendations or an EPA-recommended disinfectant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are soft laundry items, such as towels, linens and work-related clothing being routinely cleaned using manufacturers' instructions, with the warmest possible water setting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are high-touch outdoor surfaces such as bars or railings included in cleaning routines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If employees are using face coverings or masks, is a cleaning procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Workplace Equipment and Supplies	YES	NO	N/A
Are HEPA air filters operational and well-maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is hand sanitizer provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sanitizer wipes provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning supplies stocked, including EPA-recommended disinfectants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.

Employee Participation	YES	NO	N/A
Are employees washing their hands regularly for 20 seconds with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees cleaning their work areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees cleaning their electronic devices and work equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees avoiding the use of multi-touch devices, such as shared computers in meeting rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Communications	YES	NO	N/A
Have cleaning expectations been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained on properly washing, including how and when to wash their hands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained on cleaning and disposing of personal protective equipment, including face coverings, masks and gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have disinfecting and cleaning plans been communicated to employees in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees aware that thorough cleaning procedures do not replace best practices, such as social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COVID-19 Disinfecting Preparedness	YES	NO	N/A
Does your organization have a planned workplace disinfection response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If disinfecting in response to a positive COVID-19 test, are all required supplies on hand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If disinfecting in response to a positive COVID-19 test, are teams properly trained and prepared for appropriate disinfecting practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thorough cleaning practices can help prevent the spread of COVID-19. When creating return to work plans, consider suggestions from this checklist. For further resources on COVID-19, contact Highpoint Insurance Group.