



SOUTH CAROLINA  
MANUFACTURING  
EXTENSION  
PARTNERSHIP

# 2020 POST-COVID-19 RETURN TO WORK CHECKLIST









MAY 27, 2020

# RETURN TO WORK

Before returning to work put a contingency plan in place to determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.

- Plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

## RETURN TO WORK QUICK CHECKLIST

	Cleaning Crew received training about the disinfection methods and frequency	<input type="checkbox"/>
	2% chlorine bleach solution (sodium hypochlorite solution), made daily and used when appropriate	<input type="checkbox"/>
	Cleaning conducted on all common work surfaces, offices and meeting rooms	<input type="checkbox"/>
	Cleaning conducted in break areas (dispensers, vending machines, etc.)	<input type="checkbox"/>
	Cleaning conducted in all company vehicles and equipment	<input type="checkbox"/>
	Cleaning conducted on floors, walls, multi-use areas and restrooms	<input type="checkbox"/>
	Cleaning, disinfecting or replacement of HVAC filters	<input type="checkbox"/>
	Social distancing protocol in place to prevent close proximity of employees including one-way paths where possible	<input type="checkbox"/>

# RETURN TO WORK CHECKLIST

## Introduction

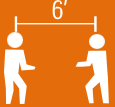

The South Carolina Manufacturing Extension Partnership (SCMEP) offers this 2020 Post-COVID-19 Return to Work Checklist to help guide business and industry in their effort to resume operations. The Checklist is based on COVID-19 guidance and best practices as recommended by the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and the South Carolina Department of Health and Environmental Control (DHEC). This plan is available to anyone that seeks direction on employees returning to work. SCMEP gratefully acknowledges the New Jersey MEP for their contribution to the development of this document.



The South Carolina Manufacturing Extension Partnership is a private, non-profit group that serves as a proven resource to South Carolina businesses, providing them with a range of innovative strategies and solutions. We exist to help small and mid-size companies compete, grow and win. Learn more about SCMEP at [www.scmep.org](http://www.scmep.org).



## Legal Disclaimer

The purpose of this document is to provide resources for business and industry as companies move toward reopening in the wake of the COVID-19 pandemic. There is no one-size-fits-all solution. Before implementing any of the ideas suggested in this document you should evaluate and independently determine, with the assistance of your legal counsel, the legality and effectiveness of the potential application of the suggestion to your particular circumstances.

The intent of this document is to provide ideas for your independent consideration only. SCMEP accepts no responsibility for any result, or circumstances, arising from, or related to your decision to put to use, or not use, any idea suggested herein. This is a living document which is subject to revision or further development at any time.

	Policy Developed	Implemented	Schedule Developed
 <b>SOCIAL DISTANCING</b>			
Post workplace reminders regarding 6-foot minimum spacing requirements in the workplace, particularly where people tend to gather.			
Place social distancing markers on the floor in areas where individuals line up or where workers perform tasks.			
Ensure that workstations, desks and tables in breakrooms comply with social distancing.			
Remind workers to have meetings by phone or online instead of in person whenever possible.			
Designate an isolation area at the workplace to quarantine employees showing symptoms.			
Review delivery schedules and request contactless delivery.			
Designate one-way walking paths, where possible, to avoid close proximity of workers in high-traffic areas.			
 <b>CLEANING</b>			
Ensure all necessary areas have needed PPE.			
Remind workers to wear gloves when cleaning.			
Establish cleaning procedures for all areas of the facility, listing responsible individuals and frequency of cleaning.			
Use 2% bleach solution (sodium hypochlorite solution) or other EPA registered disinfectant as appropriate.			
Train employees in proper cleaning methods as required for their work areas and specific surfaces.			
Train employees in the proper preparation, use, handling and storage of disinfecting solutions.			

	Policy Developed	Implemented	Schedule Developed
 <b>HANDWASHING &amp; HYGIENE</b>			
Place and maintain hand sanitizing stations at entry and exit points, and other areas around the workplace as needed.			
Ensure bathrooms are well stocked with hand soap and paper towels. (Paper towels are more effective than air dryers)			
Post signage with instructions on how to wash hands.			
Remind workers of other ways to limit the spread of germs.			
Set and update automatic alerts on computer systems to remind workers about washing hands and not touching eyes, nose and face.			
Remind workers to limit contact with others - no shaking hands or touching shared objects unless necessary.			
Remind workers to wear appropriate personal protective equipment (PPE) as determined as needed.			
 <b>MONITOR SYMPTOMS</b>			
Post signage about the symptoms of COVID-19 in the workplace.			
Remind workers to stay home if they are sick.			
Remind workers of their personal responsibility if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.			
Remind staff of their leave entitlements if they are sick or required to self-quarantine.			
Determine if employee self-assessments, or on-site health assessments, will be required and develop procedure per legal guidelines.			

	Policy Developed	Implemented	Schedule Developed
 <b>DOCUMENTATION</b>			
Develop a full COVID-19 response plan that includes best practices for documentation as well as specific policies and procedures as needed.			
Validate all COVID-related documentation with legal counsel to ensure that both employee rights, and the company, are protected.			
Review CDC guidelines when establishing cleaning procedures and determining appropriate disinfecting agents to be used.			
Establish a policy to ensure that all employee health data is kept strictly confidential.			
 <b>PLAN AHEAD</b>			
Develop a procedure to address how to handle an employee suspected of having contracted the virus.			
Maintain a sufficient stock of cleaning products, and personal protective equipment, required to disinfect the workplace following an outbreak.			
Establish a procedure for reopening the workplace after an outbreak or quarantine period.			
Develop/update the company's business continuity planning to address a suspected or confirmed outbreak of COVID-19 in the workplace.			

# SELF AUDIT

**As state and local governments grapple with the complex struggle between protecting public health and rebooting their economies, manufacturers also need to be preparing for the long, unmapped road ahead.**

SCMEP’s Return to Work Mitigation Plan includes suggestions and recommendations using resources from the CDC, OSHA and FDA. The following Self-Audit may help you determine where you may need assistance in keeping your employees, visitors and facilities safe.

## INSPECTION

### Management Committee

Is there a Covid-19 Crisis Management Committee in your workplace?

Yes  No

### Process & Procedures

Have you released internal communications on staff noticeboards for all relevant Covid-19 updates?

Yes  No

Have all employees been briefed on the guidelines regarding temporary remote working?

Yes  No

Do you have reliable systems for real-time public health communication with employees?

Yes  No

Have your Supervisors been adequately trained on the implications of Covid-19?

Yes  No

Have you given employees accurate information about ways to prevent the spread of infection?

Yes  No

Are your employees aware of the symptoms of Covid-19?

Yes  No

**Symptoms of Coronavirus to look out for are:  
Cough - High Temperature - Shortness of breath**

## CLEANING & PERSONAL HYGIENE

Have you reviewed cleaning measures to ensure that high-risk contact areas and touch points are being regularly disinfected?

Yes  No

*You should ensure that public surfaces such as counters, doorknobs and elevator buttons are regularly disinfected.*

Have all you followed CDC guidance for cleaning and disinfecting hard surfaces?

Yes  No

*For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol and most common EPA-registered household disinfectants should be effective. Diluted household bleach solutions can be used on hard, non-porous surfaces. Ensure proper ventilation.*

**Prepare a diluted bleach solution by mixing:**  
**5 tablespoons (1/3 cup) bleach per gallon of water**  
**or 4 teaspoons bleach per quart of water**  
*\*Prepare fresh solution daily\**

Have you followed CDC guidance for cleaning and disinfecting soft (porous) surfaces?

Yes  No

*For soft (porous) surfaces such as carpeted floor, rugs and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.*

Have appropriate items been laundered following CDC guidance?

Yes  No

*If the items can be laundered, lauder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.*

*Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.*

*Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.*



## PERSONAL PROTECTIVE EQUIPMENT (PPE) & HAND HYGINE

Have you alerted all staff members to proper hand washing methods and suggested frequency?

Yes  No

*As hand washing is one of the most effective defenses, employers need to make sure that employees have ready access to washing facilities and that those are kept well stocked with soap and (ideally) paper towels.*

### Follow these steps every time:

1. Wet your hands with clean running water (warm or cold) turn off the tap and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, around the thumb and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Is hand sanitizer readily available to all members of staff?

Yes  No

Does the hand sanitizer contain at least 60% alcohol content?

Yes  No

*It is imperative that all employees have access to Hand Sanitizer.*

Are staff members wearing disposable gloves and gowns for all tasks in the cleaning process, including handling trash?

Yes  No

*Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisors.*

Are staff members being reminded of normal preventive actions including cleaning hands and avoiding touching eyes, nose or mouth with unwashed hands?

Yes  No

## BUSINESS TRAVEL

Have you reviewed policies regarding international and domestic business travel ?

Yes  No

Have large conferences or meetings been postponed or cancelled?

Yes  No

## CHECKLIST FOR VISITORS & EMPLOYEES

### Screening

Has a written policy been developed to address employee and visitor screening?

Yes  No

Is hand sanitizer available upon entering the building?

Yes  No

Ask the individual if they have any of the following respiratory symptoms?

Fever  Sore throat  Cough  New shortness of breath

*(If YES to any, restrict them from entering the building)*

## RISK ASSESSMENT

### General

Enter the worksite where the risk assessment is conducted:

### Risks and Recommendations

What risk have you observed and identified:

Identify the type of exposure:

Risk rating:

High  Medium  Low  No Identifiable Risk

Control measures and actions required:

What risk have you observed and identified:

Identify the type of exposure:

Risk Rating

High  Medium  Low  No Identifiable Risk

Control measures and actions required:

Comments:

Name: \_\_\_\_\_ Date: \_\_\_\_\_