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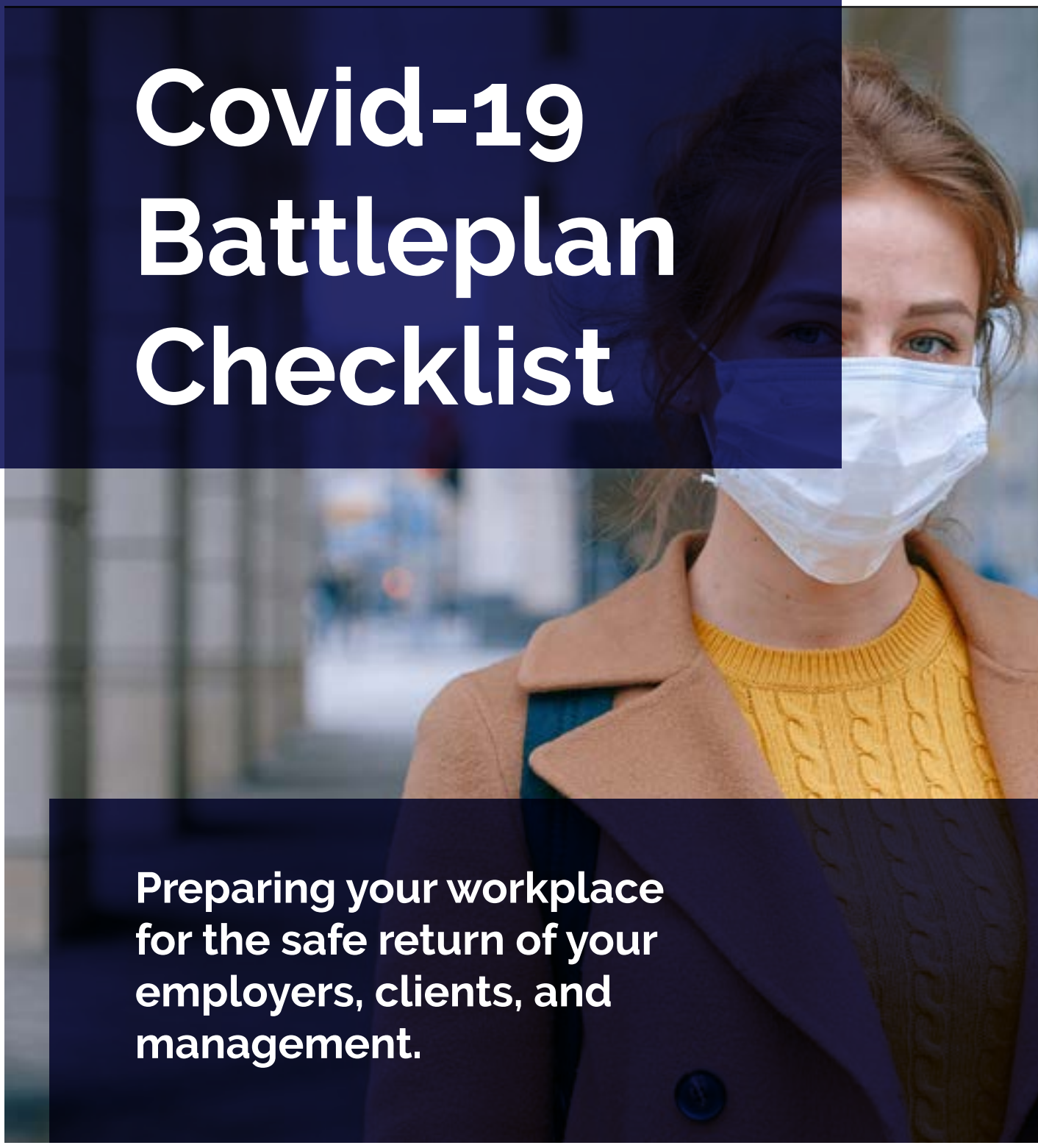
Covid-19 Battleplan Checklist



Preparing your workplace for the safe return of your employers, clients, and management.

Covid-19 Battleplan Checklist

To prepare your workplace for the return of your employers, clients, and management, you need ensure the following has been done.

- [ ] Establish a **"SRS" (Safe Return strategy)** committee. Recommended members include management, employees, and internal counsel.
- [ ] Appoint a designated health officer who will monitor all Covid-19 related news. **Check out this blog for regular updates.**
- [ ] Consider administering Covid-19 screening tests to as many members of your company as your locale will allow.
- [ ] Have your health officer investigate whether any of the many available antibody tests in your locale has a reported high accuracy. Give Covid-19 antibody tests to as many members of your company as your locale will allow if you can find a highly accurate test.
- [ ] Create and **implement a cleaning and disinfectant plan** with your Materials Management Team well ahead of your workplace opening. **Multiple cleanings may be necessary.**
- [ ] Buy workplace **safeguard supplies such as masks** for your office.

Assume everyone will have to start at Square 1 in understanding Covid-19.

- [ ] Create a social distancing and seating plan for your office taking into account no one should ideally sit within 6 feet of each other in any direction.
- [ ] Consult your Materials Management team to investigate the airflow of your workplace.
- [ ] Temperature permitting, consider leaving some windows open periodically.
- [ ] Place signs indicating that individuals should refrain from congregation in public spaces such as the kitchen or restrooms.
- [ ] Ensure all your workers can work from home if needed. While many may have been doing this already, your company may have new hires or employees whose job descriptions may have changed.
- [ ] Educate everyone on contact tracing so employees can help determine who exactly each of them may need to alert (adjacent seated workers, domestic contacts, clients, etc…) if they receive an exposure.
- [ ] Educate everyone on Covid-19. Many may think they understand transmission, exposure risk, re-exposure risk, symptoms or other factors but predictably many will have different understandings. Assume everyone will have to start at Square 1 in understanding Covid-19.

Orient everyone to using a Symptom Checker like the Cleared4Work platform.

- [ ] **Develop a quarantine policy** for individuals if they have a potential exposure or infection. Make sure everyone realizes that quarantines are for protection of the entire group and their families or other domestic contacts and are not punishment.
- [ ] Orient everyone to using a **Symptom Checker** like the Cleared4Work platform. Answer all questions and practice filling in the questionnaire before returning to work.
- [ ] Reinforce that compliance and honesty with using a self-attestation Symptom Checker may save someone's life who works at the company or lives with someone at the company.
- [ ] Decide if temperature checking at building entrances is appropriate for your workforce and visitors and if so, review the options of IR thermometers, or thermal camera solutions.
- [ ] Reinforce that compliance and honesty may also prevent solitary infections or full-scale outbreaks in the business that could potentially threaten the viability of the business.
- [ ] Reinforce that an isolation from work due to suspected infection or exposure is not punishment but a path to a safe work environment.
- [ ] Return employees at least risk to work first, and those at higher risk only when the exposure have been minimized.
- [ ] Have weekly meetings for as long as necessary regarding policies to answer questions and ensure compliance.