

CHECKLIST | COVID-19 AND YOUR WORKPLACE

Presented by Rick Bailey & Company

The COVID-19 pandemic continues to spread rapidly throughout the United States. Keep your employees and their families safe by properly preparing your workplace. Consider the strategies outlined below to ensure that your workplace is prepared for the COVID-19 pandemic.

Keeping Employees Healthy	DONE	NEEDS TO BE DONE
Actively encourage sick employees to stay home, either taking paid time off or working from home.	☐	☐
Promote and facilitate working from home whenever possible.	☐	☐
Ensure that your sick leave policies are flexible and consistent with public health guidance, and that employees are aware of these policies.	☐	☐
Place posters at the entrance to your workplace that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene.	☐	☐
Provide tissues and no-touch disposal receptacles for use by employees.	☐	☐
Instruct employees to wash their hands often with soap and warm water for at least 20 seconds. Hand sanitizer should be used whenever normal hand-washing isn't an option.	☐	☐
Provide soap and water, and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.	☐	☐
Encourage employees to keep a 6-foot distance between each other.	☐	☐
Encourage all meetings to be held virtually.	☐	☐
Consider canceling business-related events that involve gatherings of 50 people or more.	☐	☐
Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use standard cleaning agents and follow the directions on the label.	☐	☐
Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls and desks) can be wiped down by employees before each use.	☐	☐
Advise employees to reconsider any nonessential travel plans.	☐	☐
Consider canceling any business-related travel plans.	☐	☐
For employees who travel, implement a policy that directs them to work from home or take paid time off for seven to 14 days, depending on where they traveled and whether they are exhibiting any symptoms.	☐	☐

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

Keeping Employees Informed	DONE	NEEDS TO BE DONE
Create an action plan for communicating important business updates to employees.	☐	☐
Deliver regular company updates with information about what your company is doing to keep employees safe and healthy.	☐	☐
Ensure that your IT infrastructure is equipped to handle more employees working from home and increased frequency of communications.	☐	☐
Provide communications in as many formats as possible to ensure that your message is accessible.	☐	☐

Keeping Employees Protected	DONE	NEEDS TO BE DONE
Review leave policies and consider revising them to add flexibility for COVID-19-related leave.	☐	☐
Review policies to ensure that employees could still be paid in the event of a company closure.	☐	☐
Expand or enhance telecommuting policies to help keep employees away from the office.	☐	☐
Expand or enhance IT and cyber security policies to prepare for employees working from home.	☐	☐
Review business continuity practices to prepare for a potential business closure.	☐	☐

As the situation continues to progress, it's important that you keep your compliance obligations in mind while you prepare your business to deal with the COVID-19 pandemic. For further resources on COVID-19, contact Rick Bailey & Company.