

Return-to-worksite checklist

		Stage one	Stage two	Stage three
When 	Business owner approves reopening the worksite.	●	●	●
	Government eases local public health restrictions.	●	●	●
	Local community has adequate medical capacity and a sustained reduction in COVID-19 cases.*	●	●	●
	Public transportation can be avoided or safely navigated.	●	◐	○
	You're confident in your plan and the community's plan to handle a new wave of infections.	●	●	●
	You've fully implemented stage one.		●	●
	There's no sign of a new spike in infections.		●	●
	You've fully implemented stage two.			●
	Other local businesses are also reopening or returning to offices.	●		
How 	Make sanitizing supplies and personal protective equipment (PPE) readily available.	●	●	●
	Direct or restrict traffic flow at your worksite.	●	◐	○
	Establish more intensive worksite cleaning.	●	●	◐
	Mandate temperature checks for employees and visitors.	●	●	○
	Implement virus testing if available and practical.		TBD	TBD
	Develop a contact tracing system.		TBD	TBD
	Make workplace food delivery more sanitary.	●	○	○
	Limit group meeting spaces.	●	◐	○
	Limit on-site amenities.	●	◐	○
	Require employees and visitors to wear face masks.	○	○	○
Who 	Only essential staff remain at worksite, closely following all precautions.	●	●	TBD
	Return to worksite is voluntary.	●	◐	TBD
	COVID-19 acknowledgment agreement for employees, customers, and visitors to sign helps ensure awareness of risks and accountability for taking precautions.	●	●	TBD
	Reduce worksite density by splitting teams or shifts.	◐	◐	○
	Prohibit worksite visitors.	●	◐	○

● Required
◐ Strongly recommended
○ Assess situation

* Use a seven-day moving average of infection rate based on data from worldometers.info or a similar valid source.

** Consider regional requirements.

Reference of checklist is not an exhaustive list of what you should do. It is provided as education only with the understanding that Principal® is not rendering legal, accounting, investment advice, or tax advice. You should consult with appropriate counsel or other advisors on all matters pertaining to legal, tax, investment, or accounting obligations and requirements.

Insurance products and plan administrative services provided through Principal Life Insurance Co., a member of the Principal Financial Group®, Des Moines, IA 50392. Principal, Principal and symbol design and Principal Financial Group are trademarks and service marks of Principal Financial Services, Inc., a member of the Principal Financial Group.

© 2020 Principal Financial Services, Inc.

EE12398 | 1196094-052020