




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](https://www.worldometers.info) or a similar valid source.

** Consider regional requirements.

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EE12398 | 1196094-052020