CHARITY CHECKLIST

A practical guide to getting back to work following Covid-19

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CONTENTS

The following checklists are intended to provide ideas for organizations to determine how and when to reopen their workplace(s).

For each section select Yes, No, N/A or Other (with your own text/suggestion). Use the outcome as a guide and prompt for the actions you will take as you reopen your workplaces. Build a review process and keep current with any guidelines and requirements from Government, Council, Regulators and other trusted sources.

Government Guidelines Useful links:

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19
https://www.gov.scot/collections/coronavirus-covid-19-guidance/
https://gov.wales/coronavirus

1. Initial Triggers for reopening

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1. As soon as the public health order is lifted or relaxed				
2. Following the lifting of the public health order, on a date to be determined by the Crisis/Incident Management Team				
3. Only when organization has established criteria for temperature screening, social distancing, face coverings and other personal protective equipment, cleaning and disinfecting in accordance with UK and Devolved Governments, any local Government or Health Board requirements and guidelines from any National or Local Charity bodies and Regulators **Note:** Refer checklists: • Temperature and Other Screening • Common Areas/Rooms • Personal Protective Equipment • Cleaning Protocols				
4. Identification and verification by Risk Manager (in conjunction with insurance broker) that organization is able to comply with requirements its insurance underwriters may have for staff to return to work **a.** Align with health board and NHS requirements **e.g. Employers liability and Public Liability** Claims might arise due to Infection, Overwork leading to psychological injury, Overwork leading to physical injury, Vicarious liability claims – so all need to be risk assessed				
5. Only when case numbers in the community fall below a certain level over a defined period of time **a.** Only ever use reputable sources to gather trend data				

2. Staggered Re-entry Dates and Work Schedules

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1. Develop a return-to-work strategy. The strategy needs to include a phased approach with options for each phase **2.** Identify what work needs to be resumed **Note:** Identify priorities for returning to work (aligned with Business Impact Analysis). Have Business Impact Analysis requirements changed based on working in the "new normal" and/or new technologies that have been deployed to enable remote working. Experience during Work from Home can be used to revise the volume and kind of work needed to be performed in the workplace as it may have changed, especially early in the economic recovery **3.** Identify minimum (human and other) resources required to perform the work that needs to be resumed **Note:** Refer to your Business Impact Analysis. Have BIA requirements changed based on working in the "new normal" and/or new technologies that have been deployed to enable remote working. Experience during Work from Home can be used to revise the minimum resources and configuration of workers to establish requirements for the transition period between return to work and return to business **4.** Evaluate options for performing work at other locations given the circumstances **Note:** Refer to your Business Impact Analysis. Experience during Work from Home can be used to revise the minimum configuration of workplaces to establish requirements for the transition period between return to work and return to business. Return to work covers return of staff to the workplace Legal involvement may be necessary to assess the risk to the organization if (i) a staff member is required to work at a customer/client site and that staff member infects their staff; and (ii) organization's own staff member falls sick as a result of working at a customer/client site				
5. Identify when work can be performed (staggered shifts, alternate weeks, alternate days, revised hours, etc.) **Note:** Refer to your Business Recovery Plan. Experience during Work from Home can be used to revise working hours including shift hours to establish requirements for the transition period between return to work and return to business				

Staggered Re-entry Dates and Work Schedules (cont.)

Areas for Consideration	Yes	No	N/A	Other (provide comment)
6. Identify what Facilities and Information Technology (IT) on-site services are needed to return the workplace to ready status, for re-occupancy purposes **Note:** It is likely that a "ready team" will need to go in and post signage, re-arrange workstations to comply with social distancing requirements, coordinate with building management/other tenants etc. before the "first phase" of employees returns.				

7. Establish phased return to work of staff based on outcome of decisions made in steps 1-6 listed above
    1. Facilities/IT staff to ready the site for re-entry initially, then one third, then two thirds of staff, no pre-defined timeline
    2. Facilities/IT staff to ready the site for re-entry initially, then Phase 1 = 10%, Phase 2 = 25% after 30 days, Phase 3 = 50% after 60 days, Phase 4 = 75% after 90 days
    3. Consider "desks at rest" concept
Note: Refer to checklist: ***Common Areas/Rooms***				

8. Identify issues that might delay the timeline for re-entry **a.** Workplace not appropriately set up or staffed **Note:** Refer to checklists: • ***Team and Rotation*** • ***Temperature and Other Screening • Visitors*** • ***Common Areas/Rooms*** • ***Personal Protective Equipment*** • ***Cleaning Protocols*** **9.** Establish phased return to work by location **a.** "Sister" sites (alternate sites that perform critical work) will/will not be activated at the same time				
10. Adjust work schedules **a.** 9-hour workdays, for 9 days, alternate Fridays off **b.** 10-hour workdays, for 4 days, every Friday off				

3. **Staff Availability**

Areas for Consideration	Yes	No	N/A	Other (provide comment)

	Yes	No	N/A	Other (provide comment)
1. Survey staff to establish (in conjunction with Human Resources (HR), people Managers, other): **a.** Who has a children, family member, partner that requires ongoing care at home **b.** Who is classified "at high risk" **Note:** Recommend defining "high risk" per World Health Organization (WHO), NHS or other National / Local guidelines **Note:** due care to be taken regarding privacy concerns asking staff to self-identify if they are "high risk" Additionally, asking staff to self-identify if they live with someone who is "high risk" **c.** Who relies on public transportation during an early phased transition back to the workplace **Note:** Some staff may be at higher risk, e.g., from long commutes on public transport **d.** Who will volunteer to return when management resumes on-site work **Note:** To minimize the number of staff returning to the workplace and to reduce risk/exposure particularly in the initial phase, only ask this question of those with a business need to be on-site **e.** What hours staff are available to work both at home and on-site				
2. Determine if staff are allowed to choose the hours they may work				

4. Team and Rotation

Areas for Consideration	Yes	No	N/A	Other (provide comment)

	Yes	No	N/A	Other (provide comment)
1. Create teams (e.g., Blue Team, Green Team, Red Team, Yellow Team, or Team A, B, or C) **a.** Establish "Home Team" and "Away Team" **Note:** Home Team for those working in the primary location. Away Team for those working by remote access (e.g., from home) **b.** Utilize your Business Impact Analysis to identify minimum resources **Note:** Experience during Work from Home can be used to revise the minimum resources and configuration of staff and workplaces to establish requirements for the transition period between return to work and return to business Return to work covers return of staff to the workplace. The volume and kind of work needed in the workplace will have changed, especially early in the economic recovery **2.** Split small departments with few staff to avoid their being on-site at same time **Note:** An alternate to splitting small department is to perform work with a mix of "on-site" and "off-site" teams **3.** Implement shift work				
4. Restrict badge access to relevant team members per their team colour or name assignment				

5. **Transportation to/from Workplace**

Areas for Consideration	Yes	No	N/A	Other (provide comment)

1. Determine need to adjust company Human Resources policy and staff compensation package to support staff traveling to/from workplace to help limit exposure to those sharing public transport **a.** Provide Personal Protective Equipment **Note:** Refer to checklist: ***Personal Protective Equipment*** This may also apply to staff traveling on behalf of the company domestically and/or internationally **b.** Arrange for pickup and transportation to accommodate new work schedule **c.** Reimburse taxi, rideshare fares **d.** Reimburse parking costs **e.** Reimburse fuel costs **f.** Reimburse costs for Personal Protective Equipment, if purchased by staff **g.** Reimburse costs for Covid-19 diagnostic testing, if applicable **2.** Develop staff safe commuting guidelines **Note:** May be provided by public transport companies / national bodies				

6. **Visitors**

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1. Establish visitor policy – will they be allowed, or not allowed, on-site **a.** Visitor access to the primary or alternate locations should be "need based" **b.** Visitors to adhere to same policy regarding temperature taking **Note:** Refer to checklist: • ***Temperature and Other Screening***				
2. Establish if visitors need additional sign-in instructions **a.** Require visitors to sign personal travel and health questionnaire prior to entry (shared copy, use online application, or amend workplace access control system terms) **Note:** Refer to checklist: • ***Visitor Travel and Health Screening Form*** **b.** Request visitors provide their home numbers as well as after-hours contact numbers for follow-up **Note:** Determine who is responsible for keeping this information, e.g., Receptionist, person who visitor is meeting with, other. Add to Visitor Travel and Health Screening Form, as appropriate To minimize privacy concerns, destroy after specific period of time **c.** Log all visitor information into a database, together with where they went and who they visited **d.** Utilize mobile application for visitor check-in process **Note :** Data collection per any local, national or regulatory requirements such as GDPR				
3. Develop visitor communications (e.g., to let them know they will have their temperature taken, required to wear a face mask or face covering, no handshakes, other) **4.** Send copy of communication to visitors prior to their arrival on-site				

7. Temperature and Other Screening

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1. Encourage staff to take their own temperature prior to coming to work; if sick request they remain at home and notify their Manager, Human Resources, another member of the organization's Management Team				
2. Adjust company Human Resources policy requiring staff to stay at home when sick, or get a doctor's clearance to be at work				
3. Investigate and implement use of telemedicine to support screening of employees who feel unwell				
4. Employ trained medical staff to be on-site to assist with temperature screenings, especially during first 3-6 months of return to work **a.** Future state: For staff required to be on-site, employ trained medical staff to administer Covid-19 diagnostic testing at the workplace				
5. Plan for temperature screening to remain in place during first 3-6 months of return to work				
6. For staff required to be on-site, arrange for Covid-19 diagnostic testing with medical provider or public health department to check if staff members have the coronavirus				
7. Restrict workplace access points to only those where temperature screening can be administered				
8. Determine type of temperature screening to perform **a.** Use of thermometers **b.** Use of non-contact infrared scanners **c.** Use of self-declaration via mobile app				
9. Install non-contact infrared thermometers at workplace entry point(s)				
10. Establish manual temperature screening at workplace entry point(s) **Note:** This can be expensive and resource intensive **a.** Identify locations for temperature screenings indoors (e.g., entrance hall) or outdoors (tent), paying attention to local weather conditions				
11. Coordinate with building management and evaluate baseline workplace screening capabilities				
12. Determine need to establish staggered entry hours to allow for processing of manual temperature screenings				

8. **Workspace**

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1. Designate each workstation, office, or lab bench space for either a Green Team, Blue Team, other team member (ensure no members of the same team will be seated beside each other) with a physical distance greater than 2 meters between one member of staff on-site and the next **Note:** Refer to checklist: • *Re-entry Form* **a.** Leave at least every other workstation vacant **b.** Leave at least every other office vacant **c.** Leave at least every other lab bench space vacant **d.** Establish "desk at rest" concept **Note: Should** Workspace remain unoccupied for 48 hours between use				
2. Determine if common areas / rooms can be reallocated for use as individual workspaces **Note:** Refer to checklist: • *Common Areas/Rooms*				
3. Establish open/closed floors on alternate days **Note:** Dependent on amount of time required to sanitize workspace (including deep cleaning) and frequency needed to support work required to meet business continuity objectives				
4. Determine if staff will be assigned to a seat or can sit in open seating **Note:** Assigned seating is preferable. It provides a better source of information for contact tracing				
5. Identify isolation room(s) for staff exhibiting symptoms of sickness				

Areas for Consideration	Yes	No	N/A	Other (provide comment)
6. Place plexiglass where a physical barrier is needed, e.g., at reception, between workstations, lab benches, cashiering				
7. Allocate workspace only to those that need to be on-site to perform their work to meet 'new normal" post pandemic requirements for minimum resources and work to be performed on premise/off premise				
8. Assign Blue Team and Green Team (others if necessary) to workstations, offices, shop tills etc **a.** Track who sits where for easier tracing of their movements **Note:** Ensure staff name is easily visible				
9. Clean and disinfect all workstations, offices, lab space between use				

	Yes	No	N/A	Other (provide comment)
Note: Refer to guidelines from appropriate Government or Industry body for specifics to organisation and sites				
10. Institute clean desk (free of papers, personal belongings) policy to ease cleaning process				
11. Develop a 'virtual tour' of the post-pandemic workplace to walk returning employees through the re-engineered workspace to let them see the changes before coming on-site **Note:** Refer to checklist: • *Awareness and Education* **a.** Include changes in workplace entry and exit point(s), allocation of workspace, etc.				

9. Common Areas/Rooms

Areas for Consideration	Yes	No	N/A	Other (provide comment)
General				

1. Change HVAC filters and air flows in accordance with guidance from appropriate regulatory, industry or Government bodies
 	
2. Legionella risks during the coronavirus outbreak
 	
If your building was closed or has reduced occupancy during coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. You should review your risk assessment and manage the legionella risks when you:
  - reinstate a water system or start using it again
  - restart some types of air conditioning units
For more information visit:
 	
https://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm
 	
3. Maintain social distancing protocols or close off common areas (e.g., cafeteria, dining area, rest rooms)
4. Place signage to reinforce social distancing throughout common areas
5. Place signage to reinforce good personal hygiene throughout common areas
6. Colour code rooms to indicate whether a room can be used or not (e.g., • Red = Not cleaned; not ready for use • Green = Cleaned and ready for use
7. If Personal Protective Equipment (PPE) is to be disposed of at work, place special non-touch receptacles throughout the workplace, as PPE should be treated as medical waste
Note: As medical waste, it will require special handling by cleaning staff and special pick up by waste collection
8. Ensure tissues in common areas
9. Prop doors open, or remove doors from hinges to minimize high touch points				

2. Reception and Reception Area 1. Place alcohol-based hand sanitizer at reception and throughout reception area 2. Place notice of new visitor sign-in instructions/ questionnaire, as needed to protect health and safety in the workplace				
4. Conference Rooms **a.** Make inaccessible (lock or caution tape) **b.** Adjust conference room capacity by 50% through online reservation system or notice placed outside; remove extra tables, remove excess tables and chairs				

	Yes	No	N/A	Other (provide comment)
c. Limit time allowed for meetings, e.g., 1 hour, 30 minutes **d.** Place alcohol-based hand sanitizer at entry **e.** Establish mechanism to flag usage **f.** Use colour coding to indicate when a room is ready for use, including completion of cleaning/sanitization **g.** Clean and disinfect all conference rooms between use				
5. Huddle Rooms **a.** Make inaccessible/off limits (lock or caution tape) **b.** Adjust capacity by 50% through online reservation system or notice placed outside; remove excess chairs **c.** Limit time allowed in huddle room, e.g., 1 hour, 30 minutes **d.** Establish mechanism to flag usage **e.** Clean and disinfect between use				

Areas for Consideration	Yes	No	N/A	Other (provide comment)
6. Break Rooms **a.** Remove coffee making machines **Note:** Consider the feasibility of individual serve coffee machines with instructions for wipe down after use **b.** Remove paper cups **c.** Provide individual wrapped mugs and utensils; require they be put in dishwasher after use **d.** Place alcohol-based hand sanitizer close by break room **e.** Maintain supply of soap and paper hand towels **f.** Provide individual wrapped snacks only **g.** Remove items from fridge, and clean refrigerator at end of day, daily **h.** Clean and disinfect break rooms between use				
7. Copier Rooms **a.** Place alcohol-based hand sanitizer at entry **b.** Place alcohol-based wipes beside copiers **c.** Maintain cleaning schedule in each copy room **d.** Assign a person/team of people whose job it is to do the photocopying **Note:** This will reduce the exposure of all employees using the copier to the spread of infection from one to another				

8. Lifts / Elevators
   1. Alternate lift/elevator bank usage (e.g., one day on, one day off)
Note: This will depend on number of lifts available and the number of people that need to use it to get up/down the building to do their work
   2. Limit number of passengers in lift to 4; ask each to stand in one of the corners				

Areas for Consideration	Yes	No	N/A	Other (provide comment)
3. Large site may consider an lift operator(s) ("floor number please") 4. Cover lift buttons with plastic; replace regularly **e.** Place alcohol-based hand sanitizer at entry and inside lifts 5. Clean and disinfect lifts including inside/outside buttons 6. Maintain cleaning schedule in each lift				

Areas for Consideration	Yes	No	N/A	Other (provide comment)
9. Restrooms **a.** Restrict the number of restrooms open **b.** Limit occupancy at any one time **c.** Close every other stall, urinal, sink **d.** Maintain supply of soap and paper hand towels **e.** Place waste bins close to exit door either inside or outside restroom for staff to deposit paper towels on exit **f.** Maintain cleaning schedule in each restroom **10.** Shop Floor a. Limit number of customers entering at one time b. Indicate One Way System routing through Shop floor c. Provide hand sanitizer stations at entry points d. Limit use of changing rooms / alternate use. Clean and disinfect alternate changing rooms after use e. Take items worn or donated and "quarantine" before use or re-use				

10. Cleaning Protocols

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1. Review contract with cleaning company for level of service provided **a.** Dependent on number of staff coming on-site, augment number of cleaners if necessary				
2. Clean and disinfect high touch areas (doorknobs, handles, handrails, photocopiers, lift buttons, taps, countertops) • Twice per day • Multiple times per day				

Areas for Consideration	Yes	No	N/A	Other (provide comment)
3. Clean and disinfect workstations, office desks, lab benches, chairs, waste bins • Daily				
4: Wash lino floors • Daily • Weekly				
6. Deep clean carpets • Monthly • Quarterly				
7. Place notices in common areas after each clean using colour coded system • Red = Not cleaned; not ready for use • Green = Cleaned and ready for use				

Areas for Consideration	Yes	No	N/A	Other (provide comment)
8. Arrange for handling of the disposal of Personal Protective Equipment (PPE) from special non-touch receptacles throughout the workplace, as it should be treated as medical waste				
9. Arrange for special PPE pick up by waste collection				
10. Provide employees with disinfecting agents, paper towels, and latex or vinyl gloves to reduce the spread of infection by direct contact with the virus				
11. Implement protocols to have workers wipe down their equipment and contact surfaces at the start and end of each shift				

11. Personal Protective Equipment

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1: Assess Personal Protective Equipment (PPE) supplies (e.g., by site) For example see below (but specific by sector, role, function per Government or other guidelines) Masks Alcohol-based hand sanitizer Alcohol-based towelettes/wipes Gloves Goggles Gowns Additional PPE required for the type of work being performed				

	Yes	No	N/A	Other (provide comment)
2. Provide PPE appropriate to protect staff and ensure health and safety in the workplace **a.** Provide instructions for proper use and disposal of PPE				
3. Subject to availability, send a "care package" to staff before returning on-site to include • Cloth face covering • Individual alcohol-based hand sanitizer bottle • Alcohol-based towelettes / wipes				
4. Provide face masks or face coverings to staff before returning to work on-site **a.** Encourage staff to wear company-provided face masks or face coverings en-route to work **b.** Require staff and third parties (including visitors) to wear face masks or face coverings on-site **c.** Provide instructions on what constitutes appropriate face coverings				

Areas for Consideration	Yes	No	N/A	Other (provide comment)
5. Place larger stand up alcohol-based hand sanitizer dispensers in high foot traffic areas e.g., **a.** Workplace entry point(s) **b.** Lobby **c.** Reception and reception areas **d.** Outside and inside elevator **e.** Outside and inside cafeteria **f.** Break rooms **g.** Copier rooms				
6. Place alcohol-based hand sanitizer bottles in high density areas **a.** Conference/meeting/huddle room tables **b.** Cafeteria tables				
7. Provide gloves, if appropriate **a.** Latex **b.** Vinyl				
8. Provide goggles, if appropriate				
9. Provide gowns, if appropriate				
10. Place special non-touch receptacles throughout the workplace for disposal of PPE, as it should be treated as medical waste				
11. Establish policy or protocols for special handling of PPE by janitorial staff and special pick up by waste/trash collection				

12. Laptop, IT Accessories, Furniture

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1. Clean and wrap all laptops, cables, headsets, keyboards and other peripherals, and pass on to courier to coordinate pickup or delivery to staff working from home				
2. Require staff bring company provided headsets and laptops to the workplace, and take them home daily				
3. Identify company furniture for staff to use long-term (if working from home), and pass to courier to coordinate pickup or delivery to staff working from home				
4. Provide alcohol-based towelettes / wipes for staff to wipe down laptops, keyboards, etc				
5. Clean in situ IT daily				

13. Awareness and Education

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1. Educate staff on what to expect when they return to the workplace through video to include, e.g.,: • Team assignment • Rotation • Staggered hours • Contact tracing • Personal hygiene and Personal Protective Equipment (PPE) • Workplace routes • Workplace etiquette • Induction and practise of new emergency drills				
2. Educate staff on what to expect when they return to the workplace through Intranet posting				
3. Educate staff on what to expect when they return to the workplace through email posting				

a. Use virtual tour, video clips, printed materials with photos, graphics, etc., to illustrate changes to the workspace **b.** Provide instructions on use of and disposal of PPE **c.** Provide instructions on new / enhanced cleaning protocols				
4. Develop a 'virtual tour' of the post-pandemic workplace to walk returning employees through the re-engineered workplace to let them see the changes before coming on-site **Note:** Consider making video accessible for viewing on mobile devices **a.** This video can be used to show staff changes in building entry and exit, allocation of workspace in the workplace, etc. **b.** Require staff to watch video as part of compliance training program before returning to the workplace				

Areas for Consideration	Yes	No	N/A	Other (provide comment)
5. Develop soft opening guidelines a.Food - Delivery procedures, use of cutlery, utensils, dishwasher, refrigeration cleaning schedule, where to eat b.clean desk - Personal items (e.g., laptop, mouse, cables) to be taken home at end of shift; cleanliness of area; cleaning protocols **c.** Personal health – Temperature and other screening requirements **d.** Visitors – No visitors without Manager approval **e.** Visitors – Signing of travel and health form; temperature screening, wearing of face coverings; no handshaking **f.** Travel – Commuter, domestic, and international travel **g.** Lift usage – Social distancing **h.** Personal hygiene and PPE – Handwashing, use and disposal of PPE				

14. Handling Unwell Staff

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1. Review and understand Government and NHS guidelines pertaining to handling sick staff				
2. Adjust company Human Resources policy requiring staff to stay at home when sick, or get a doctor's clearance to be at work				
3. Move staff member exhibiting signs of sickness to an isolation room if they cannot leave the premises immediately **a.** Arrange for Covid-19 diagnostic testing with medical provider or medical professional				
5. Establish cleaning protocols based on type of illness or infection				
6. Clean and disinfect location where person was sitting and/or working in accordance with Government, local government or NHS requirements **a.** Identify all locations where the person worked				

Areas for Consideration	Yes	No	N/A	Other (provide comment)
7. Clean and disinfect area in vicinity of where person was sitting and/or working				
8. Evacuate workplace, clean and disinfect prior to staff re-entering site **a.** Identify all locations where the person worked				
9. Revisit Employee Assistance Program policy and determine if services need to be increased **a.** On-site staff counselling **b.** Telecounselling services				
10. Establish mechanism for contact tracing **Note:** Provide support and documentation to NHS Track and Trace professionals as required				

15. Reinfection Response Plan

Areas for Consideration	Yes	No	N/A	Other (provide comment)
1. Establish triggers that may necessitate workplace partial or total closure, and staff return to remote working **a.** An increase in the number of infections in the community **b.** A single case in the workplace **c.** Multiple cases in the workplace				
2. Notify Crisis/Incident Management Team of suspected or actual Covid-19 case(s) in the workplace, at customer or client site				
3. Activate Crisis/Incident Management Team. Leverage lessons learned to date **a.** Consider timing of notification and workplace access issues **b.** Determine risk / exposure to staff at the workplace **c.** Assess risk / exposure of staff working at customer or client site **d.** Follow instructions of NHS / Public Health				
4. Coordinate with Facilities or building management as applicable 1. Ensure proper signage and access controls				

	Yes	No	N/A	Other (provide comment)
2. Conduct deep cleaning and disinfect work area, and common areas known to have been accessed. If necessary, close workplace for cleaning throughout Note: Refer to checklist: • *Cleaning Protocols*				

Areas for Consideration	Yes	No	N/A	Other (provide comment)
5. Establish communications **a.** To staff on status, and any actions they should take, e.g., temporary evacuation from primary to alternate worksite, return to working from home, or a combination of the two **b.** To visitors and other third parties regarding access controls **c.** To broader community, if warranted				
6. Coordinate actual or suspected cases through Human Resources **Note:** This may include a staff member who has had exposure through close contact with another confirmed Covid-19 case **a.** Track and manage cases **b.** Perform contact tracing **c.** Provide staff support and outreach **Note:** Additional support may be provided through Employee Assistance Program or equivalent **d.** Monitor situation and identify concerns				
7. Ensure staff abide by organization protocols **a.** Daily temperature screening and reporting **Note:** Refer to checklist: • *Temperature and Other Screening* **b.** Wearing and disposal of Personal Protective Equipment in the workplace **c.** Workspace guidelines **Note:** Refer to checklist: • *Workspace* • *Common Areas/Rooms* **d.** Customer or client protocols **e.** Quarantine guidelines				