



## Returning to Work Post-Coronavirus Checklist

---

As many employers wait to hear when the government will lift the current stay at home orders and slowly allow workers to return to their places of employment, we must prepare for what work must look like over the next 12 to 18 months, as it will not resemble what we once knew it to be.

The O'Connor Group has prepared a high-level checklist to help employers understand what they should be starting to think about before returning to the physical workplace once government permits this to occur. Please refer to our 'Returning to Work Post-Coronavirus Toolkit' for more detail.

- Assign a COVID-19 Team
- Set up Social Distancing Procedures
  - Schedules
  - Common Areas
  - Maintain a Virtual Workforce
- Safety Precautions
  - Order Personal Protective Equipment (PPE)/Supplies
  - Temperature Checks
  - Cleaning Schedule
- Develop a Plan for Exposure
  - Tracking- Develop a spreadsheet to track sick employees.
  - Communication- Follow CDC guidelines and quarantine anyone who has been exposed