

COVID-19 REOPENING CHECKLIST

Has the company developed a COVID-19 Response Plan?

___ Has the company posted the Families First Coronavirus Response Act (FFCRA) poster in a high traffic, visible place and emailed the poster to employees who work remote?

___ Has the company developed a COVID-19 workplace protocol that is compliant with OSHA, federal health and safety laws, and COVID-related state/local regulations? ([Click here](#) to view employer record keeping requirements for occurrences of COVID-19 illness that go into effect on May 26, 2020).

___ Has the protocol been included in the company's COVID-19 workplace policy?

___ Has the company developed a notification protocol for infected employees that includes notifying employees of an infection event, while strictly maintaining the privacy of the infected employee?

___ Has the company assessed critical business infrastructure and essential positions required to maintain operations?

___ Has the company implemented a plan to maintain operations and supply chains, while expecting a decrease in employee presence at the workplace? This may involve ensuring essential employment positions are producing either remotely or through temporary employee replacement if the employee in the essential position is infected or self-quarantining.

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Has the company developed a COVID-19 Response Plan? *(continued)*

___ Is the company ready to adapt to current economic conditions? Business operations need to adapt to demand and economic conditions. This may involve, for example, heightened emphasis on customers who are better suited to operate under current economic conditions. Certain cost-cutting measures may be needed and/or an emphasis on business operations and departments that produce more in the current economic environment

___ Has the company developed a training program for existing employees to cover essential operations in the event of illness-related absence?

____ Has the company assessed employee positions that may be maintained remotely to increase social distancing in the workplace especially in areas of the workplace that provide dense workspace or are susceptible to high exposure possibility? Remote work should be anticipated in the event of school closings and/or state and local law limiting business operations.

___ Has the company implemented infrastructure to ensure employees can work remotely?

____ Has the company developed a remote work notification procedure? Employees should be notified that some positions that qualify for remote work are implemented for workplace social distancing, the health and safety of employees and require company approval for those employees that are not ill.

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Has the company assessed reporting and compensation laws?

___ Has the company developed a training program for employees to identify workplace exposure and risks to other employees and the reporting of same to management or HR?

___Has the company appointed personnel to assess OSHA reporting requirements for employee COVID-19 infection with the assistance of company or in-house counsel? Reporting requirements may depend on whether an employee was infected at the workplace.

___Has the company assessed compensation laws in all states that the company maintains a workforce and consulted with company or in-house counsel to determine compensability of work-related COVID-19 exposure and infection under workers' compensation?

___Has the company assessed compensation notification requirements under state law? Employers may be required to notify employees of their rights as to workers' compensation for COVID-19 workplace exposure if mandated by state law. Workplace notifications in conspicuous locations may be mandated in some states.

___Has the company assessed state unemployment benefits for temporary or permanent layoffs resulting from the COVID-19 pandemic?

COVID-19 REOPENING CHECKLIST

Has the company developed a communication plan for employees?

___ Has the company developed a protocol to ensure employees are apprised of the Company COVID-19 response plan?

___ Has the company ensured the availability of a personnel resource officer that is available to all employees to communicate the response plan and other workplace and human resources policies available that relate to the COVID-19 pandemic?

___ Has the company developed a COVID-19 workplace policy that ensures employees are apprised of all human resources policies, workplace and remote work policies, leave policies, and benefits that will be available to them?

___ Has the company created or updated any employee-access only website or other information medium that provides workplace information and policies relating to COVID-19?

___ Has the company developed a protocol to advise employees how to report infection or exposure to COVID-19?

___ Has the company developed a protocol to advise employees that discrimination is strictly prohibited including, but not limited to, discrimination based on disability or perceived disability?

___ Has the company developed a protocol to prevent disclosure of Employee's HIPAA or otherwise protected private information, including medical?

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Has the company developed a hygiene promotion plan?

___ Has the company posted in conspicuous areas throughout the workplace guidelines requesting sick employees to remain at home and notifying employees when it is safe to return to work in accordance with CDC guidelines.

___ Has the company posted hygiene information in conspicuous areas throughout the workplace advising employees to frequently wash hands, use alcohol-based sanitizer, soap and water, covering cough and sneezing, avoid touching eyes, nose, mouth and face, and maintaining social distance in the workplace?

___ Has the company posted information in conspicuous areas throughout the workplace for disinfecting workstations and frequently touched areas in or about the workplace? This should include frequent disinfecting of door-nobs, computer keyboards, workstations, counter tops, conference room tables, kitchen appliances.

___ Has the company placed alcohol-based sanitizers throughout easily accessible areas of the workplace?

___ Has the company provided disinfectant products throughout common areas of the workplace?

___ Has the company ensured that the workplace will be disinfected frequently and thoroughly?

___ If possible, has the company installed additional wash stations to encourage frequent hand-washing in areas that are more readily accessible to employees?

COVID-19 REOPENING CHECKLIST

Has the company developed a hygiene promotion plan? *(continued)*

___ Has the company complied with all state and local guidelines regarding facial coverings or masks in the workplace?

___ Has the company determined whether employees should wear facial coverings after assessing risk of exposure in the workplace in compliance with CDC guidelines, and COVID-related state/local regulations?

___ Has the company implemented social distancing and other measures (such as facial coverings if required by state and local law) for customers, patrons or invitees?

___ Has the company made available hand-sanitizers for customers, patrons and invitees?

Has the company developed revised existing company policies?

___ Has the company revised customary employee travel policies by limiting non-essential business travel to areas heavily affected by COVID-19?

___ For essential travel, has the company advised employees to maintain social distancing and frequently wash hands with soap and water or alcohol-based sanitizer?

___ Has the company established a protocol for employees traveling to highly affected areas? This may include having the employee notify HR or other personnel of travel to highly infected areas and/or any potential exposure while traveling.

COVID-19 REOPENING CHECKLIST

Has the company developed revised existing company policies? (*continued*)

___ Has the company assessed whether employees traveling to highly infected areas or who have had contact with an infected individual should work remotely for a period of 14 days after travel?

___ Has the company considered asking employees returning from areas of significant exposure risk and employees who have had contact with a contagious person to refrain from coming into the workplace for a period of time (i.e. 14 days) to protect employees in the workplace from potential exposure?

___ Has the company implemented a uniform protocol to decide when an employee should be asked to temporarily leave the workplace due to illness and under what circumstances may that employee return? This may require revising human resources leave policies to ensure that policies are consistent with state and local public health COVID-19 guidance.

___ Have existing company policies been revised to ensure that HR and management communicate travel and leave policies to employees along with any illness related employee benefits?

___ Has a workplace social distance policy been adopted for the duration of the COVID-19 pandemic and in accordance with local and state guidance?

___ Has the company considered revising existing leave policies for employees infected with or exposed to COVID-19?

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Has the company developed an information protocol?

___ Has the company ensured that a HR representative or other point-person is continuously apprised of all federal, state and local guidance that may affect the Company's operations or workplace?

___ Has the company ensured that all CDC, state and local health authority guidance will be implemented and followed?

___ Has the company ensured that it will track coronavirus spread in the community and areas for essential business travel?

___ Has the company implemented a protocol to stay current with COVID-19 plans in each community where the Company operates?

ABOUT REGIS HR GROUP

Regis HR Group is an ESAC-Accredited Professional Employer Organization (PEO) headquartered in Miami, Florida that offers HR solutions to help small and medium-sized businesses attract and retain top talent while staying in compliance with federal, state, and local employment regulations.

Through economies of scale, Regis provides business owners access to cost-effective employee benefits including 401(k) plans, FSA, employee training, and competitive rates on health, life, vision, and dental insurance.

Regis HR Group offers customizable HR solutions with a dedicated team of specialists to each client, focusing on HR compliance, payroll processing, safety and risk-mitigation, unemployment claims management, workers compensation claims management, employee engagement, and much more.

In 2019, Regis was the employer of record for over 8,000 worksite employees, processed over \$430mm in payroll annually.

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