

COVID-19 Return to Work Guide for Employees

This summary guideline follows the advice and suggestions of the CDC and OSHA. It is intended to assist with preparations to reopen and resume your business and maintain ongoing daily activities recommended to reduce employee exposure to the COVID-19 virus. A multitude of additional and specific information is available in the following links.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.osha.gov/>

PLAN AND ACT FOR A REOPENING DATE:

- Consider a gradual return; encourage telework.
- Analyze the workplace for engineering controls (e.g., installing physical barriers or high-efficiency air filters).
- Sanitize the workplace using a listed CDC or EPA cleaner designated for the COVID-19 virus.
- Create an initial COVID-19 symptoms and exposure questionnaire for workforce.
- Develop daily precautionary measures to identify individual employee symptoms.
- Obtain needed PPE for employee use. Gather and post educational materials for employee training.
- Maintain proactive control of your reopening and ongoing operational plan.
- Identify key personnel to manage daily protocol for operational controls.

DAILY ADMINISTRATIVE CONTROLS:

- Complete and review the daily health questionnaire upon arrival of employees.
- Use a non-contact thermometer to monitor employee temperature and document.
- Direct each employee to individual job assignments, observing specific distancing and work requirements, only if temperature check and questionnaire are acceptable.
- Direct employee to return home and contact physician for evaluation and testing if any symptoms develop.

- Maintain spacing requirements of six (6) feet or more for all work tasks and job assignments.
- Promote frequent and continued handwashing.

ONGOING ADMINISTRATIVE CONTROLS:

- Encourage workers to stay home if they are sick.
- Continue pre-shift monitoring with employee exposure questionnaire – completed by employee for submission or by the *Check-in Manager* until CDC recommends otherwise.
- Continue temperature checks and documentation until CDC recommends otherwise.
- Utilize alternating days or extra shifts to maintain employee spacing and reduce contact exposures.
- Continue employee spacing requirements for lunch and break times.
- Cross-train workers to utilize multitask work assignments to maintain employee spacing and work continuity.
- Consider an *essential visitors only* policy, requiring essential visitors to meet the daily employee health questionnaire and temperature check protocol.

Ongoing disinfection and employee education is critical!



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