

CORPORATE CHECKLIST TO REOPEN — TOP 10 TIPS:

- + **1. Make Data-driven Decisions.** Review all appropriate, updated, evidence-based information on COVID-19 from trusted sources.
- + **2. Create Covid Health and Safety Plans.** Use medical experts to create, implement and monitor a preparedness and response plan.
- + **3. Engage Stakeholders.** Seek input from key stakeholders to involve them in decision-making and planning efforts.
- + **4. Conduct Assessments.**
 - a. Consider the home circumstances for each employee to determine the best work arrangement. For example, an employee may have an at-risk family member.
 - b. Perform a workplace assessment to determine the current activities and practices of the company.
- + **5. Cultivate Healthy Habits.**
 - a. **Hygiene:** reinforce regular handwashing
 - b. **Distancing:** 6 feet social distance remains
 - c. **Masks:** set an example and normalize everyday mask-wearing
- + **6. Establish a Screening Protocol.** Before entering the workplace, employees should be asked if they have any of the COVID-19 symptoms, even a runny nose. Considering fevers aren't always present as a symptom of COVID-19, taking an employee's temperature alone is not enough.
- + **7. Review Existing HR Policies.** Consult legal counsel and review HR policies and procedures.
- + **8. Examine Workspace Environment & Supplies.** Assess the building's ventilation system, the layout of the office (ex. cubicles, conference rooms, high-touch elevators, stairs), and the stockpile of supplies (i.e. sanitizer, masks, soap). Strategically place hand-sanitizers throughout the office.
- + **9. Utilize Straightforward Communication.** Continuously update and educate staff and others about workplace changes.
- + **10. Consider Mental Health Support.** The psychological toll of the pandemic exacerbated the mental health crisis in the United States. Recognize that employees may not always reach out for help.

Each work setting has different capabilities and unique challenges.

**Great healthcare doesn't just happen.
Let's create your plan for better healthcare, together.**

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