Loeb Law Firm

COVID-19 SAFETY CHECKLIST
REOPENING YOUR WORKPLACE

Review Available Guidance

• Review the latest government guidance on the OSHA and CDC websites.
• Review industry and third-party guidance from organizations in your business sector.

Ensure Compliance with Employment Laws

• Review employment policies and ensure compliance with the ADA and recent legislation.
• Review and update H.R. and business policies including disclosures or waivers required to meet state and federal orders.
• Distribute new policies to employees before they return to work and explain any changes in detail.

Update Safety Protocols

• Determine if state order(s) require employees to wear face masks or PPE. If required, ensure compliance.
• Ensure cleaning procedures comply with the CDC. Increase cleaning before, during and after working hours.
• Communicate to your employees and customers the importance of hygiene, hand washing and sanitation. Install signage with reminders on sanitation policies (e.g., washing hands, sneezing and coughing into the elbow).

Implement Plan for Employee Monitoring and Screening

• Identify relevant regulatory requirements, including applicable state, federal, and international laws. Re-evaluate regularly.
• Determine if testing is required for your work environment. Determine who will be tested and under what circumstances.
• Require employees experiencing symptoms to leave work, quickly seek testing, and report results.

Establish Social Distancing Plan

• Evaluate employees' duties and work location setup. Reduce workstation and equipment sharing practices. Address policies regarding confined/shared spaces such as stairwells, hallways, conferences and break rooms.
• Schedule employees to maximize their ability to maintain social distancing protocols. Implement modified schedules where possible to reduce the number of employees present in the workplace.
• Minimize non-essential business travel and check CDC's guidance on travel recommendations.
• Establish policies for visitors to the office. Create plan for dealing with customers or vendors entering into the workplace who are not wearing PPE and whether to apply different standards to employees vs. customers or vendors.

Develop Communications and Training Procedures

• Develop a written policy detailing your protocol in the event an employee contracts COVID-19 or exhibits symptoms.
• Identify managers responsible for implementing plan and monitoring compliance.
• Train managers and employees on new policies, procedures and protocols.

Limiting Liability

• Determine whether to require customers/visitors to sign a release prior to access to your business or providing services.
• Record all claims of COVID-19. Take reports of noncompliance seriously and respond swiftly.
• Contact your insurance broker to evaluate your insurance coverage and the terms of your policy.
• Contact an attorney with questions relating to potential employment law or liability action.

Contact our team of attorneys at (985) 778-0220 or info@loeb-law.com.

www.loeb-law.com