

RETURN TO WORK CHECKLIST

9 things employers need to do to ensure a safe return to work according to the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA).

1 PERFORM A HAZARD ASSESSMENT TO DETERMINE EXPOSURE RISKS.

Talk with all staff and coordinate within your organizational chart to assess and understand all job tasks and roles held by employees. Access how tasks may involve occupation exposure and consider how coworkers may interact with one another and with the community.

2 ESTABLISH HYGIENE STANDARDS.

Identify all high traffic areas, surfaces and items that could become contaminated. Make a plan for enhanced cleaning and disinfection. Be sure to provide soap, water, paper towels and hand sanitizer with at least 60% alcohol as you encourage frequent and proper hand washing. [Click here for a list of EPA's registered disinfectants.](#)

3 SET STANDARDS FOR PHYSICAL DISTANCING.

Set standards for physical distancing between all people, including workers, customers and visitors. Know and list business occupancy number that can safely allow physical distancing. Use signage, like directional signs, floor demarcations and reminders to help all people present practice physical distancing.

4 IDENTIFY AND ISOLATE SICK EMPLOYEES.

Share tips and information for self-monitoring, screening and isolation with employees. Establish a protocol for managing people who become ill in the workplace, including details about how and where a sick person will be isolated (in the event they are unable to leave immediately) while awaiting transportation from the workplace, to their home or to a health care facility, and cleaning and disinfecting spaces the ill person has occupied to prevent exposure to other workers, customers, or visitors

5 SET STANDARDS FOR RETURNING TO WORK AFTER ILLNESS OR EXPOSURE.

The CDC provides guidance for discontinuing self-isolation and returning to work after illness, or discontinuing self-quarantine and monitoring after exposure, as appropriate for the workplace. Make sure workers who have been exposed to someone with COVID-19 are routinely monitor themselves or receive monitoring in accordance to the CDC guidelines

6 DEFINE AND IMPLEMENT BOTH ENGINEERING AND ADMINISTRATIVE CONTROLS.

Engineering controls include tools like physical barriers/shields to separate workers, enhanced ventilation, etc. Administrative controls include processes and practices like staggering work shifts, limiting breakroom capacity, practicing physical distancing, replacing in-person meetings with video-conference calls, requiring masks and more.

7 BUILD IN FLEXIBILITY.

Evaluate existing policies and, if needed, consider new ones that facilitate appropriate use of telework, sick or other types of leave, and other options that help minimize workers' exposure risks. ² Communicate about workplace flexibilities, and ensure workers understand how to make use of available options (e.g., fatigue management).

8 TRAIN YOUR WORKERS.

No one is safe if your workers don't understand how to work within your safety plans and boundaries. Train workers in the appropriate language on everything from their risks to exposure, employer protections, how to use, clean and store PPE and how to interact within the workplace to prevent the spread.

9 HOLD YOURSELF ACCOUNTABLE.

Make sure your workers understand their rights to a safe and healthful work environment, who to contact with questions or concerns about workplace safety and health, and prohibitions against retaliation for raising workplace safety and health concerns. Ensure workers understand their right to raise workplace safety and health concerns and seek an OSHA inspection under the Occupational Safety and Health Act. ² Ensure supervisors are familiar with workplace flexibilities and other human resources policies and procedures, as well as with workers' rights in general..

