

## **Iowa Credit Union League Re-opening Checklist**

### **Employee and Member Safety**

- Implement employee health screening procedures.
  - Consider having employees complete wellness questions on a checklist before entering the building each day.
  - Consider taking employees' temperatures before starting work each day. Determine how temperatures will be recorded. If they are recorded on a form, they will need to be stored securely and confidentially for a period of time. Please consult an [Employment Attorney](#) for more direction.
  - Consider providing touchless thermometers for employees to take their own temperatures throughout the day for their own personal health and well-being.
- Consider providing personal protective equipment (PPE) for employees.
  - Masks
  - Gloves
  - Plexiglass sneeze guards at each station and desk
  - Personal hand sanitizer
  - Cleaning supplies in contact areas
- Detail cleaning procedures.
  - Wipe down door handles and other "touch-often" surfaces/items regularly throughout the day.
  - Provide hand sanitizer at the doors and at all desks and teller stations.
- Consider establishing physical distancing measures within the workplace.
  - Stagger shifts and lunch/rest breaks.
  - Move workstations to increase separation distance.
  - Implement one-way traffic patterns throughout public spaces.
- Define member protocols.
  - Over communicate with members via all channels - online and traditional.
  - Signs at the door so that members know what to expect (i.e. Are masks required?).
  - Distance markers on the floor for separation and for one-way traffic patterns.
  - Limit the number of members in any area at one time.
  - Continue to encourage members to use drive-through and all electronic means.
  - Encourage phone call appointments in advance.
  - Close public restrooms.

Things to consider:

- Talk with your team about what is important, their concerns and how you are addressing them.
- Consider phasing-in employees returning to work.
  - Rotate weeks in the office and working remotely. (i.e. Have group A work two weeks in the office and group B work from home (if able). Then switch so group B comes into the office and group A works from home. By implementing this rotation, you lessen the number of people who may be infected at one time.)
  - Determine schedule changes to provide the greatest protection to workers.
- Consider how you will address situations where an employee is unable or unwilling to return to work.
  - Consider consulting with an [Employment Attorney](#).
  - Employees who are fearful of returning to work.
  - Employees who have family obligations that interfere with the ability to return to work.
  - Employees who remain under quarantine due to exposure to COVID-19.

## **Communications**

- Develop an exposure-response plan that addresses:
  - Isolation, containment and contact tracking procedures.
  - Stay-at-home requirements.
  - Exposure communications to affected staff.
- Share information with staff about your Employee Assistance Program or consider adding a program if one is not currently available.
- How staying home if sick and physical distancing policies are being used to protect workers and customers.
- Detail what training on new workplace safety and disinfection protocols have been implemented.
- Have exposure-response [communications](#) ready to go to any affected employees and members.

## **Business Continuity Plans**

- Implement a [business continuity plan](#), including infectious disease control, if a plan did not exist prior to the COVID-19 crisis.
- Amend existing plans to include the latest emergency information, such as updates on epidemics and workplace considerations or changes in protocols for responding to global disasters.
- Update plan resources and contact information to ensure accuracy.
- Establish a pandemic task force to continuously monitor external and internal data and implement appropriate protocols. Recognize the possibility of additional closings during this current pandemic as COVID-19 infections may rise and fall again, triggering more stay-at-home orders and supply chain disruptions.
- Perform testing and exercises to practice the new or revised emergency plans to ensure employees know what to do and address any issues before another emergency occurs.

## **Vendors for Reopening Supplies**

- Floor Directional Stickers
  - [Choice Creative Solutions](#)
  - [ZooPrinting](#)
- Teller Shields
  - [La Macchia Group](#)
  - [Mid-Plains Industries](#)
- Cleaning Supplies
  - [BankSupplies](#)
  - [Uline](#)
  - [Storey Kenworthy](#) (Be sure to ask how your purchases can benefit the Iowa Credit Union Foundation.)
  - [Capital Sanitation](#)
- Hand Sanitizer
  - [Cedar Ridge Winery and Distillery](#)
- Face Masks
  - [Envision Tees](#)

## **Resources**

[IDPH COVID-19 Environmental Cleaning and Disinfection Fact Sheet](#)

[IDPH COVID-19 Guidance on Cloth Face Coverings](#)

[CDC Recommendations for Cloth Masks](#)