

# HOW TO PREPARE A SAFE START KIT

The best practices listed are not mandates, rather data-driven recommendations that will help keep you, your staff & your customers safe.

The heart of returning to work is the workforce. The need to plan ahead is not limited to the initial transition back to work, but rather includes preparing for likely employee relations scenarios that will arise after returning to work. While some of these employee relations issues may be unique to COVID-19, others will not be novel, but how an employer needs to respond very well may be. Assessment of current policies and practices should be reviewed to ensure they meet the needs of the workforce and business during this transition back to work, along with the creation of new policies. In particular, development of a protocol to limit the spread of COVID-19 and how to respond if an employee contracts COVID-19 is essential. Likewise, employers should plan for how to respond to employees who are in vulnerable populations or are fearful of returning to work. Employers would also be well-served to assess factors competing with an employee's ability or interest in returning to work, such as child or elder care responsibilities or generous unemployment insurance benefits.

This safe start kit represents guidance from local government, hospital, chambers of commerce, emergency management agencies, area businesses and subject matter experts. This guidance is intended to highlight key topics to consider as business leaders begin to re-open operations. Your individual facts and circumstances will be unique, and we encourage you to work with your preferred legal and financial advisors to adapt this guidance to your specific situation. As new information becomes available, we will send out any new guidelines and best practices that are released. We encourage you to keep this information in a convenient location for easy reference.

\* **Disclaimer:** The COVID-19 virus is an ever-evolving landscape therefore any new regulations established by local or federal governments supersede any guidelines presented within.

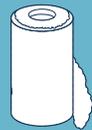
## MATERIALS CHECKLIST



CLOTH FACE COVERINGS



HAND SOAP



DISPOSABLE TOWELS



HAND SANITIZER



SANITIZING WIPES/SOLUTION



THERMOMETERS



GLOVES



SOCIAL DISTANCING SIGNAGE



BARRIERS WHEN APPLICABLE