



## Coronavirus Workplace Checklist

As your employees start to return to the workplace, it is important to take a fresh look at your practices and policies to ensure a safe working environment for all. QRG is proactively helping business owners and managers prepare. Below is a checklist for employers to consider when welcoming employees back. This checklist serves to provide ideas, resources and reminders on how to improve the level of safety and protection of your workplace.

- The CDC offers guidelines for opening workplaces and cleaning offices.  
<https://www.osha.gov/Publications/OSHA3990.pdf>
- Social distancing, use of PPE, proper disinfecting and proper training are the keys to maintaining a safe workplace.

COVID WORKPLACE PREPARATION CHECKLIST	
<b>Signage</b>	✓ or N/A
Exterior Signage - entrance and exit doors to ensure social distancing	
Interior Signage – personal hygiene posters and labels for restrooms, company policies regarding Coronavirus	
Floor Decals – to maintain social distancing	
<b>PPE</b>	
Masks are available for those who request one or those who work physically close to other employees.	
Hand sanitizer is available in restrooms and common areas	
No-touch tools are provided for frequently used touchpoints including keypads, copiers, door handles, etc.	
Optional: Contactless thermometer to take the temperatures of employees and visitors.	
<b>Workstations</b>	
Measure workstations and identify areas where social distancing is less than six feet. Plan needed reconfigurations.	
Install physical barriers, such as plexiglass barriers on countertops or temporary divider walls between cubicles.	
Review common traffic patterns and adjust to ensure physical distancing. Post appropriate signage to ensure new patterns are followed.	
Avoid the need for employees to share phones, desks, offices and other work tools and equipment.	
<b>Common Areas</b>	
Prop open frequently used non-fire doors to avoid high-traffic touch points.	

Post max occupancy signs in common areas based on square footage.	
Remove shared office items such as pens, staplers, and tape dispensers. Consider using individually wrapped pens if paperwork requires them and signage that ensures clients keep them.	
Consider providing your staff with no touch tools for public equipment like copiers, printers, security touch pads, credit card machines, and microwaves.	
Have sanitizing wipes available for employees to wipe down surfaces after use. (For example, doorknobs, light switches, and refrigerator handles)	
Discontinue the use of water fountains and encourage personal water bottles and touchless water dispensers (or provide wipes to wipe down water cooler handle after use)	
<b>Visitors</b>	
Establish policies for clients/guests regarding limiting/restricting areas of the workplace.	
Provide appropriate PPE for visitors that align with company policy.	

*QRG is providing this checklist as an informational resource only for our customers. This document does not provide legal advice and may or may not conform to legal standards.*