



Agency Head/Chief Deputy Checklist

www.oshr.nc.gov/safe-return

- Ensure employees receive advance communication regarding scheduled date of return to onsite work including adjusted schedules, work hours, etc. Consider need and feasibility of physical worksite alterations; i.e., physical barrier/plexiglass/space reconfiguration, etc. to accommodate six feet social distancing.
- Ensure posting of applicable COVID-19 public health signage throughout worksite, including the Three Ws (Wear, Wait, Wash), agency specific cloth face covering requirements (**if any**), cleaning, six feet social distance reminders, etc.
- Establish a plan (if any) for employee daily self-monitoring/employer health assessment for COVID-19 symptoms including process if employee refuses to participate.
- Establish a plan for disciplinary process if employee refuses to comply with any agency COVID-19 related safety measures.
- Establish process for supervisors to ensure that employees returning to onsite work receive agency provided COVID-19 safety items, COVID-19 safety information, human resources contact for COVID-19 questions, and NC EAP contact information.
- Establish process to ensure employees complete required COVID-19 worksite safety training (if any).
- Establish ongoing process to coordinate with DOA regarding purchase of necessary COVID-19 safety items.
- Establish process to ensure employees have ongoing access to hand sanitizer, disinfectant spray or wipes, or other cleaning products for use in high-traffic locations, entry areas, or other share spaces.
- Establish process including human resources staff assignment for response, consideration, and tracking of employee's COVID-19 related requests for ADA or Title VII accommodations and decisions regarding grant or denial, personal conduct, leave management, and performance.
- Establish process including human resources staff assignment for response to employee's COVID-19 related time and leave questions.
- Establish process including human resources staff assignment for response to employee filing of COVID-19 related workers' compensation claims.
- Establish process including human resources staff response for **COVID-19 positive employee** at worksite including removing employee from worksite, appropriate worksite notification, cleaning protocols, and establishing return to onsite work date.
- Establish process including human resources staff response for **COVID-19 symptomatic employee** at worksite including removing employee from worksite, cleaning, and establishing return to onsite work date.