



Middle Managers Checklist

www.oshr.nc.gov/safe-return

- Communicate to employees in advance the scheduled date of return to onsite work, staggered work schedules, etc.
- Consult with management and proceed as directed regarding need for physical worksite alterations; i.e., physical barrier/plexiglass/space reconfiguration, etc.
- Post applicable COVID-19 public health signage in work area including the Three Ws (Wear, Wait, Wash), agency specific cloth face covering guidelines (if any), cleaning, six feet social distance reminders, etc.
- Know 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.
- When employees return to onsite work, utilize process to distribute COVID-19 safety items, COVID-19 safety information, human resources contact for COVID-19 questions, and NC EAP contact information.
- Utilize process to ensure employees complete required COVID-19 worksite safety training, if any.
- Utilize 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 shared spaces.
- Know human resources staff contact to refer employees to for response to COVID-19 safety concerns including other employee's failure to follow agency's COVID-19 safety rules (if any) ; i.e., refusal to wear cloth face covering, maintain six feet distance, etc.
- Know human resources staff contact to refer employees to for response to COVID-19 related requests for ADA or Title VII accommodations i.e. "high risk", ongoing teleworking, alternate workspace request, etc.
- Know human resources staff contact to refer employees to for response to COVID-19 related time and leave questions.
- Know human resources staff contact to refer employees to who request to file a COVID-19 related workers' compensation claim.
- Know plan for response to **COVID-19 positive employee** at worksite including removing employee from worksite, cleaning protocols, and return to onsite work date.
- Know plan for response to **COVID-19 symptomatic employee** at worksite including removing employee from worksite, cleaning and return to onsite work date.