



Agency Head/Chief Deputy Checklist

www.oshr.nc.gov/safe-return

- ___ Establish COVID-19 Coordinator(s) for agency worksite(s).
- ___ Ensure employees receive advance communication regarding scheduled date of worksite return.
- ___ Consider need and feasibility of implementing staggered work schedules based on current operational needs.
- ___ Consider need and feasibility of physical worksite alterations; i.e., physical barrier/plexiglass/space reconfiguration, etc. to accommodate six feet social distancing.
- ___ Consider need and feasibility to implement six feet social distancing or face covering requirements in the following areas:
 - ___ High traffic or public/consumer-facing areas
 - ___ Employee or public entrance/lobby/reception areas
 - ___ Breakrooms/kitchens (if open for use)
 - ___ Vending areas
 - ___ Conference rooms/classrooms/mailroom
 - ___ In-person meetings
 - ___ Shared equipment areas, i.e. copier, fax, scanner
 - ___ Individual workspaces
 - ___ Common areas
 - ___ Elevators
 - ___ Lactation rooms
 - ___ In-person meetings
 - ___ When traveling in vehicles
- ___ Ensure posting of COVID-19 public health and personal hygiene signage throughout worksite, including Know Your Ws (Wear, Wait, Wash), cloth face covering guidelines, cleaning, six feet social distance reminders, etc.
- ___ Establish a plan (if any) for employee self-monitoring/employer health assessment for COVID-19 symptoms including process if employee refuses to participate.
- ___ Establish process for supervisors to ensure that employees returning to worksite receive agency provided cloth face coverings and other personal 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.
- ___ Establish ongoing process to coordinate with DOA regarding purchase of cloth face coverings, disposable face coverings, hand sanitizer, sanitizing wipes, disinfectant spray, and other necessary COVID-19 safety items.
- ___ Establish process including human resources staff assignment for response to employee's COVID-19 safety concerns including other employee's failure to follow COVID-19 safety guidelines i.e. refusal to wear cloth face covering, maintain six feet distance, etc.
- ___ 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; i.e., "high risk," ongoing teleworking, alternate workspace request, etc.
- ___ 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, reporting to state/local public health, and establishing return date.
- ___ Establish process including human resources staff response for **COVID-19 symptomatic employee** at worksite including removing employee from worksite, cleaning, reporting to state/local public health, and establishing return date.
- ___ Establish agency-wide contingency plan for worksite re-exit and conversion back to widescale teleworking.