Safe Return To Worksites
COVID-19: *Keep Your Distance*

Middle Managers Checklist

www.oshr.nc.gov/safe-return

__ Know identity and contact information for worksite COVID-19 Coordinator(s).

__ Communicate to employees in advance the scheduled date of worksite return.

__ Implement staggered work schedules, as directed.

__ Consult with management and proceed as directed regarding need for physical worksite alterations; i.e., physical barrier/plexiglass/space reconfiguration, etc. to accommodate six feet social distancing.

__ Implement six feet social distancing or face covering requirements in the following areas, as directed:

__ High traffic or public/consumer-facing areas	__ Individual workspaces
__ Employee or public entrance/lobby/reception areas	__ Common areas
__ Breakrooms/kitchens (if open for use)	__ Elevators
__ Vending areas	__ Lactation rooms
__ Conference rooms/classrooms/mailroom	__ In-person meetings
__ In-person meetings	__ When traveling in vehicles
__ Shared equipment areas, i.e. copier, fax, scanner	

__ Post COVID-19 public health and personal hygiene signage in work area including Know Your Ws (Wear, Wait, Wash), cloth face covering guidelines, cleaning, six feet social distance reminders, etc.

__ Know plan (if any) for employee self-monitoring/employer health assessment for COVID-19 symptoms including process if employee refuses to participate.

__ When employees return to worksite, utilize process to distribute and verify individual employee receipt of 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.

__ Utilize process to ensure employees complete required COVID-19 worksite safety training.

__ 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, common areas, shared spaces/equipment, etc.

__ Know human resources staff contact to refer employees to for response to 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.

__ 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, reporting to state/local public health, and establishing return date.

__ Know plan for response to **COVID-19 symptomatic employee** at worksite including removing employee from worksite, cleaning, reporting to state/local public health, and establishing return date.

__ Know agency-wide contingency plan for worksite re-exit and conversion back to widescale teleworking.