



# COVID-19 Back-to-Work Checklist for HR Leaders



**Refresh the workplace layout.** Time to rethink the layout of your offices (and breakrooms) to make sure there's at least 6 feet of distance between employees and visitors. Reduce the number of open hangout areas and re-configure those spaces for working independently.



**Limit close contact among employees.** Although it may be tempting to hug or shake co-workers' hands on the first week back to work, it's best to opt for the elbow bump or a simple verbal greeting. Encourage employees to wear masks. Limit meeting in closed spaces and opt for smaller meetings or phone/email/virtual meetings. Develop conference room limitation guidelines and communicate these rules to the entire staff.



**Create a safe and seamless transition back to work with Safe2Go.**

Protecting your employees in the workplace should be a top priority. [Cloudleaf Safe2Go™](#) is a software application that enables your business to plan a safe and thoughtful return to work. It's an easy to deploy, confidential temperature and location monitoring solution for social distancing and employee health as well as a mobile app. Features include a COVID-19 Health & Safety dashboard, analytics, alerts, incident resolution features, and employee reference checks against contact-trace databases.



**Develop an Infectious Disease Preparedness and Response plan.** If you haven't already, develop an infectious disease preparedness and response plan that can help guide protective actions against COVID-19. [OSHA](#) has some excellent tips for developing such a guide. Post internal signage that can be used to alert or remind employees about guidelines.



**Discourage sharing of office or kitchen supplies and equipment.** If you have common-use equipment such as printers, coffee pots, or other types of machines that are shared, be sure to post explicit instructions for how to clean the equipment in between users. Be sure to make disinfectant wipes and sanitizer readily available throughout your workplace.

## Handy links

- Read the [Guidance on Preparing Workplaces for COVID-19](#), developed by OSHA.
- The American Industrial Hygiene Association (AIHA) has developed [Workplace Cleaning for COVID-19](#) guidelines to help non-healthcare organizations develop a cleaning protocol.
- Learn how the [CDC](#) is responding to the coronavirus outbreak.
- Guidance from the [WHO](#) on the coronavirus pandemic.
- Learn how Safe2Go can help you [keep employees safe](#) while you re-open your business.