

BUSINESS REOPENING CHECKLIST

COMING BACK AFTER COVID-19 | JUNE 2020 | BE READY



POSTING AND POLICIES

- Post the [Families First Coronavirus Response Act \(FFCRA\) poster](#) in a visible place. Where employees will remain working from home, send by email or post to a Company portal/intranet or employee website.
- Amend company Written Safety Program to address the potential hazards in each phase of reopening (required for businesses with more than 10 employees.)
- Review and revise hiring practices and policies:
 - Have staffing needs changed?
 - Do you need to change benefits or pay to become more competitive?
 - Use remote interviewing techniques as much as possible.
 - Update onboarding practices.
 - If you are recalling only some workers that were laid-off or furloughed, ensure your practices for determining who to recall do not discriminate against any group of employees.
- Review and revise leave policies:
 - Know how the FFCRA affects your previous policies and practices.
 - Consider implementing PTO/vacation rollovers, grace periods, and revise guidelines for usage if vacation is forfeited if not used by year end.

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- Consider implementing or revising bereavement leave policies.
- Ensure that all employees have access to and an understanding of all leave policies that may apply to them.
- Review and revise work from home and childcare policies.
- Update work travel policies in light of any new orders in your state and any new practices being implemented in the workplace to keep employees/customers safe.
- Review rehire/reinstate provisions for your benefit policies (eligibility/waiting periods).
- Distribute all new or revised policies to all employees.

EMPLOYEE AND CLIENT SAFETY

- Reorganize floor plan to maximize 6-foot distances between employees and customers.
- Provide face coverings for employees assigned to serve the public and mandate that they wear the face coverings (required.)
- Prohibit gatherings of 50 or more people (required.)
- Provide access to potable and sanitary water (required.)
- Promote frequent hand washing for employees and customers by providing a place and supplies to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol (required.)
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces and equipment with Environmental Protection Agency-approved cleaning chemicals from List N or that have label claims against the coronavirus (link: https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf) (required.)
- Provide access to potable and sanitary water (required.)
- A Job Hazard Analysis (JHA) must be completed for each task, procedure, or instance that is identified where 6-foot social distancing is infeasible/impractical. It must identify

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the task being addressed, hazard being addressed (spread of COVID-19), and controls to be used to address the hazard. (See federal OSHA publication 3071 for examples: <https://www.osha.gov/Publications/osha3071.pdf>)

- Limit nonessential travel.
- Consider holding company meetings virtually from within the office if social distancing cannot be followed within the conference room.
- Consider rearranging office hours and allowing telework to limit the number of employees in the building at a time.
- Ensure that all employees who are currently ill or have contact with an ill family member stay home (follow CDC recommendations for length of time).

COMPANY CULTURE

- Establish policies and practices to encourage social distancing and prevent spread of illness.
 - Limit handshakes, hugs, and other personal contact.
 - Encourage “no sharing” of items, including files, general office supplies, etc.
 - Provide workers with tissue and trash receptacles.
 - Stagger break times and limit access to common areas.
- Inform employees that if proper social distancing protocols are not being followed, employee can be subject to existing company methods established for ensuring compliance with safety rules and work practices per NAC 618.540(1)(e).

COMMUNICATION

- Communicate frequently and as transparently as possible with employees:

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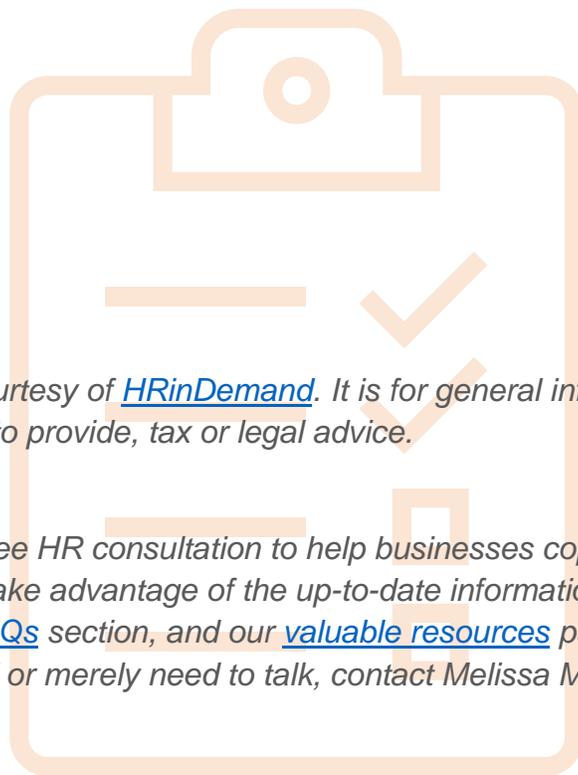
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- Provide expected timelines for recalling/rehiring employees.
- Provide returning employees with recall or offer letters.
- For employees returning to a worksite, make sure they understand what's expected of them in the workplace. For example, must they wear face masks or face coverings? Will protective items and hand sanitizer be provided? Are workplace hours different? Will you be taking employees' temperatures each day when they arrive? Is teleworking or staggered shift work allowed/encouraged?
- Explain company policies and procedures related to illness, cleaning and disinfecting, and work meetings and travel.
- Place posters throughout the business to encourage social distancing and hand hygiene.
- Training and Best Practices
- Be aware of any local public health or other orders related to COVID-19 that may affect your business.
- Train managers on dealing with employees that may face increased personal challenges during this time, such as bereavement and loss, childcare and school-cancellation challenges, financial stress, and other dependent care and support needs.
- Offer flexibility wherever possible and adjust workloads to be reasonable.
- Be prepared to quickly investigate and stop discriminatory speech or acts in the workplace.
- Consider contracting with an employee assistance program (EAP) if you do not currently have one.
- Designate a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
- Develop a plan to operate if absenteeism spikes or if another shelter-in-place or stay at home order occurs in the future:

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- Implement a plan to continue essential business functions.
- Implement flexible work schedules and leave policies.
- Cross-train employees on performing essential business functions.
- Develop emergency communications plans, including a way to answer workers' concerns.



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