Returning to Work After the COVID-19 Pandemic
CHECKLIST FOR HR

Make the Workplace Safe

- [ ] Deep clean the office before employees return
- [ ] Throw out expired consumables (e.g. milk or leftovers in the shared fridge)
- [ ] Increase daily cleaning standards of desks and common spaces
- [ ] Install up-to-date HEPA filtration in HVAC system
- [ ] Determine cleaning responsibilities with your landlord and other building tenants (if applicable)

Encourage Social Interaction

- [ ] Bring employees back in stages and/or on rotating shifts
- [ ] Allow employees work time to celebrate and reconnect
- [ ] Plan safe yet fun events (e.g. no-contact sports games, talent show)

Support Employees' Mental Health

- [ ] Offer mental health leave
- [ ] Be aware of mental health issues that can arise from periods of isolation
- [ ] Set up a mental health hotline and/or share resources for employees who are struggling
- [ ] Decide what to do with employees who feel unsafe returning to work

Restore Productivity

- [ ] Get employees back to their routines with as little interruption as possible
- [ ] Take inventory of devices and equipment coming back into the office
- [ ] Offer support to employees who are reluctant to give up working remotely

Encourage Good Hygiene

- ☐ Order hygiene products to have on-hand (e.g. hand sanitizer, paper towels, hand soap, disinfectant wipes, tissues, masks)

- ☐ Encourage managers and HR team members to lead by example

- ☐ Hang posters in common spaces describing best practices (e.g. sneezing/coughing into elbow/tissue, hand washing practices, not coming to work when sick)

- ☐ Will masks be mandatory in your workplace? If so, decide who will supply and replace/launder them and enforce correct use?

Update Policies and Procedures

- ☐ Update sick leave: what should an employee do if they have COVID-19? What should they do if they must care for an infected family member?

- ☐ Reorganize office layout to give employees more space between work stations and/or install sneeze guards between spaces

- ☐ Limit the number of employees in meeting rooms and encourage large meetings to be held via video conference

- ☐ Decide if children will be allowed in the office if schools are still closed

- ☐ Update visitor policies: are delivery people, clients or employee familiy and friends allowed in the workplace?

- ☐ Decide if you will screen employees for COVID-19 symptoms, how you'll do it and how often

Keep Employees Safe

- ☐ Ensure you have current and correct emergency contact information for every employee

- ☐ Write risk mitigation strategies for employees commuting by public transit, carpooling or ride sharing

- ☐ Determine what travel will be essential and the length of quarantine (if any) from the workplace travel

- ☐ If you allow off-peak shifts, give employees instructions on how to enter and exit the office and/or building

- ☐ Communicate rules for shared kitchen use to all employees and post them in the kitchen area

- ☐ Decide how, if at all, to enforce social distancing in areas where employees congregate (e.g. water cooler, break room, photocopy room)

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