

RETURNING TO WORK POST-CORONAVIRUS CHECKLIST

As many employers await word from their state government(s) about when they will be lifting the current stay-at-home orders and allow workers to slowly return to the workplace, we should all prepare for what our businesses may look like over the next 6 to 18 months. Most likely, it will not look like what we once knew as our workplace.

We have assembled a checklist to help employers understand what they should be starting to think about before returning to the physical workplace once government permits this to occur.

Are you preparing for your business to reopen and regain customers?
Do you have a strategic plan for turning the downturn into a business opportunity?

ASSIGN A COVID-19 TEAM

- Document Core Processes
- Communication (signage/posters)
- PPE Providers/Vendors

SET UP SOCIAL DISTANCING PROCEDURES

- Schedules ("soft" or phased return to work)
- Common Areas
- Maintain a Virtual Workforce
- Possibly rotate furloughed employees to ease back into new set-up
- Possibly add additional shifts (non-traditional / different days)
- Visitor Restrictions/Health Declarations

SAFETY PRECAUTIONS

- Order Personal Protective Equipment (PPE)/Supplies, hand washing stations/breaks
- Temperature Checks
- Cleaning Schedule (employees or contracted)

DEVELOP A PLAN FOR EXPOSURE

- Tracking- Develop a spreadsheet to track sick employees (train supervisors)
- Communication- Follow CDC guidelines and quarantine anyone who has been exposed

ADDITIONAL TOPICS INCLUDE:

- Financial Management Strategies
 - Cash Flow, Taxes, Suppliers
- Legal Considerations for keeping customers and employees safe
- Human Resources strategies for properly managing your teams
- Strategic business guidance for creating proactive plans for growth
- Communications strategies for keeping all business stakeholders informed



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