



# The COVID Comeback Kit: From Survive to Thrive

## HR Checklist for Reopening Business after COVID-19

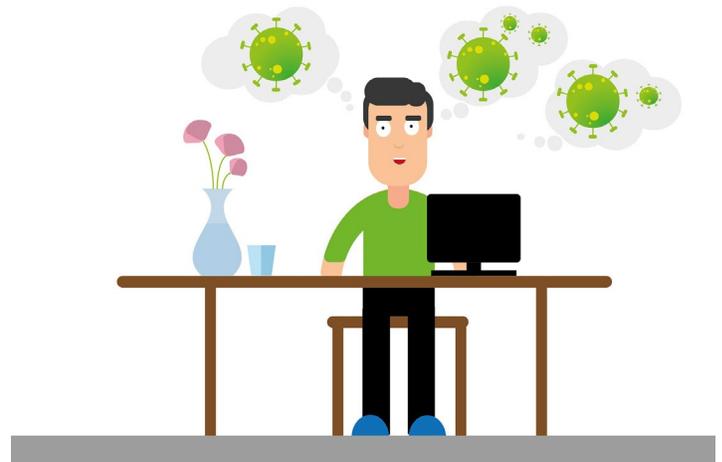
1. Ready the workplace
2. Create new policies and signage
3. Communicate internally and externally

### 1. Ready the Workplace

Make a set of 'no personal contact' rules: Limit handshaking, closed meeting spaces, or any physical contact that is not necessary

Questions to consider:

- Where is contact made between employees normally?
- Which contact is critical?
- Is there PPE that our staff could use to reduce risk?
- Where can we get PPE?
- Where/How should we post the new non-contact rules?



**Create appropriate face mask rules:** States and companies are able to make individual requirements regarding face masks. While heeding federal and local regulations, create face mask rules that you deem most appropriate for your line of business.

Questions to consider:

- How close are my employees to customers?
- What is our budget for PPE?
- Is it reasonable to expect face mask policies?
- What all will go in our policy and what are the consequences for employees who break conduct?

**Encourage “no item sharing” when possible:** Pens, staplers, and computers should be assigned to individuals when possible and not shared. Items that must be shared should have a clear procedure for using safely.

Questions to consider:

- What are the essential tools of our business and who uses them?
- Are there any high-risk staff whose job may increase their risk of infection?
- Is there any PPE that can help protect our workers?
- What are the items our business can afford to supply to all workers?
- How/Where should we post the “no item sharing” rules?

**Reorganize your office floor plan:** Organize your workspace to account for 6-foot distance between workers, customers, and visitors.

Questions to consider:

- What are the essential needs for space in regard to the business?
- Which areas are underutilized that we might capitalize on?
- Where can we reconfigure for space and safety?

**No common gathering areas:** As you reorganize your areas for desks, also realize that communal gathering places should be reconfigured or go unused during this time.

Questions to consider:

- Do you have common gathering areas?
- If you have a break room space, can staff be 6 feet apart?
- Does your break room have enough space for multiple employees breaking at once?
- Is there signage for CDC-recommended hand washing before returning to work floor?

**Create prominent hand sanitizing stations:** Businesses need to invest in safety equipment for both workers and patrons. Create stations where it makes sense for traffic.

Questions to consider:

- Are you able to afford hand-sanitizer stations?
- Where would be the best location for them?
- What signage do you need to create?
- Are there hand-sanitizer dispensers available for guests as well as workers?

**Create communal equipment cleaning rules:** For equipment that must be shared (for example, a copy machine), post clear directions for use and cleaning procedures to keep everyone safe.

Questions to consider:

- What are the most common communal equipment uses in your workplace?
- What are the equipment cleaning considerations to keep these item clean of germs?
- How will you notify the staff of this change?

## 2. Create policies and signage

Posting signs across your workplace will help remind employees of new expectations aiming to maintain public health.

Places to consider:

- On your front doors — reminding people to wash hands before entering the building
- Between rooms — reminding people to wash hands and maintain social distancing
- At payment terminals — reminding people to use contact-free payments when possible
- In conference rooms — reminding staff and visitors of people capacities in each room
- In machine or equipment rooms — reminding people to clean equipment thoroughly between each use
- In kitchens or break rooms — reminding staff of safe measures during times of rest



### 3. Communicate

When it's appropriate to reopen, your company will want to send out a clear message to both staff and customers informing them on what to expect.

To Consider for Your Internal Communication:

- When are you opening and what is motivating that decision?
- When are employees expected to return to work, and will there be normal working hours?
- What are the changes employees should expect from their office, job expectations, and behavior?
- Where do employees go to get more information on COVID-19 changes?
- Who can employees turn to for questions or help?

To Consider for External Communication:

- When are you opening and what's motivating that decision?
- What are your hours of operation?
- Are there any special hours of operation for elderly, or people with high-risk conditions?
- What has your business done to change your operations to make it safer for customers or clients to interact with you?



## COVID Testing Rules:

The Centers for Disease Control (CDC) recently unveiled new guidance for businesses bringing workers back. They outline how business owners can determine which staff members are ready to return to work, when, and under what conditions. Their recommendations outline differing scenarios based on the employee's current, or recently past, health status with regard to COVID-19. Please see up to date information <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/returning-to-work.html>



## Fine Point Consulting HR can help you:

- ✓ Create COVID policies
- ✓ Update your handbook to reflect these policies and procedures
- ✓ Create COVID safety signage for posting
- ✓ Create communications for your business and employees
- ✓ Stay compliant as new regulations are rolled out

**Contact us today for all your HR needs!**

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