Return to Work Checklist

Tools and Tips for a Healthy Workplace

1. **Workplace Preparation**
   - Clean and Disinfect: Perform a thorough cleaning and disinfecting of all workspaces.
   - Ventilation: Ensure HVAC systems are operational and air quality is monitored.
   - Safety Equipment: Provide hand sanitizers, masks, and cleaning supplies.

2. **Health Screening and Protocols**
   - Health Screenings: Implement temperature checks or health questionnaires.
   - Isolation Protocols: Establish protocols for employees who show symptoms at work.

3. **Communication and Training**
   - Policies Update: Update employees on any new policies or changes (e.g., staggered shifts).
   - Training Sessions: Conduct training on new health and safety protocols.

4. **Workspace Modifications**
   - Social Distancing: Reconfigure workspaces to ensure appropriate distancing.
   - Signage: Install signage to guide social distancing and hygiene practices.

5. **Employee Support**
   - Mental Health Resources: Provide access to mental health support or counseling.
   - Flexible Scheduling: Allow flexible work arrangements where possible.

6. **Technology and Equipment**
   - IT Support: Ensure IT support for any technology issues upon returning.
   - Equipment Check: Test and set up any equipment brought back from home.

7. **Emergency Procedures**
   - Updated Plans: Update emergency response plans to include new health protocols.
   - Training: Ensure all employees are aware of updated procedures.

8. **Compliance and Legal Considerations**
   - Local Guidelines: Adhere to local government and health authority guidelines.
   - HR Policies: Update HR policies to reflect any new working conditions or benefits..