

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..

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