

# CHECKLIST | COVID-19 AND YOUR WORKPLACE

Presented by Zywave, Inc.

The COVID-19 pandemic continues to spread rapidly throughout the United States. Keep your employees and their families safe by properly preparing your workplace. Consider the strategies outlined below to ensure that your workplace is prepared for the COVID-19 pandemic.

Keeping Employees Healthy	DONE	NEEDS TO BE DONE
Actively encourage sick employees to stay home, either taking paid time off or working from home.	<input type="checkbox"/>	<input type="checkbox"/>
Promote and facilitate working from home whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that your sick leave policies are flexible and consistent with public health guidance, and that employees are aware of these policies.	<input type="checkbox"/>	<input type="checkbox"/>
Place posters at the entrance to your workplace that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>
Provide tissues and no-touch disposal receptacles for use by employees.	<input type="checkbox"/>	<input type="checkbox"/>
Instruct employees to wash their hands often with soap and warm water for at least 20 seconds. Hand sanitizer should be used whenever normal hand-washing isn't an option.	<input type="checkbox"/>	<input type="checkbox"/>
Provide soap and water, and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>
Encourage employees to keep a 6-foot distance between each other.	<input type="checkbox"/>	<input type="checkbox"/>
Encourage all meetings to be held virtually.	<input type="checkbox"/>	<input type="checkbox"/>
Consider canceling business-related events that involve gatherings of 50 people or more.	<input type="checkbox"/>	<input type="checkbox"/>
Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use standard cleaning agents and follow the directions on the label.	<input type="checkbox"/>	<input type="checkbox"/>
Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls and desks) can be wiped down by employees before each use.	<input type="checkbox"/>	<input type="checkbox"/>
Advise employees to reconsider any nonessential travel plans.	<input type="checkbox"/>	<input type="checkbox"/>
Consider canceling any business-related travel plans.	<input type="checkbox"/>	<input type="checkbox"/>
For employees who travel, implement a policy that directs them to work from home or take paid time off for seven to 14 days, depending on where they traveled and whether they are exhibiting any symptoms.	<input type="checkbox"/>	<input type="checkbox"/>

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed representative at Zywave, Inc. or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.*

Keeping Employees Informed	DONE	NEEDS TO BE DONE
Create an action plan for communicating important business updates to employees.	<input type="checkbox"/>	<input type="checkbox"/>
Deliver regular company updates with information about what your company is doing to keep employees safe and healthy.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that your IT infrastructure is equipped to handle more employees working from home and increased frequency of communications.	<input type="checkbox"/>	<input type="checkbox"/>
Provide communications in as many formats as possible to ensure that your message is accessible.	<input type="checkbox"/>	<input type="checkbox"/>

Keeping Employees Protected	DONE	NEEDS TO BE DONE
Review leave policies and consider revising them to add flexibility for COVID-19-related leave.	<input type="checkbox"/>	<input type="checkbox"/>
Review policies to ensure that employees could still be paid in the event of a company closure.	<input type="checkbox"/>	<input type="checkbox"/>
Expand or enhance telecommuting policies to help keep employees away from the office.	<input type="checkbox"/>	<input type="checkbox"/>
Expand or enhance IT and cyber security policies to prepare for employees working from home.	<input type="checkbox"/>	<input type="checkbox"/>
Review business continuity practices to prepare for a potential business closure.	<input type="checkbox"/>	<input type="checkbox"/>

As the situation continues to progress, it's important that you keep your compliance obligations in mind while you prepare your business to deal with the COVID-19 pandemic. For further resources on COVID-19, contact Zywave, Inc..