

CHECKLIST

WORK PLACE SAFETY DURING COVID - 19



As organizations create return-to-work plans, many employers are reviewing best practices for their office re-openings during COVID-19. As such, we at Brooks Financial Group, Inc. (BFG) have prepared this checklist to assist you as a guide for best practices. By updating office layouts, encouraging new behaviors and expanding remote work options, employers can help prevent the spread of diseases and protect the health and safety of employees. Use this checklist as a guide when evaluating changes to your office.

Physical Updates to Office	YES	NO	N/A
Do employees have workstations 6 feet or more apart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walls or barriers set up between employee workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a walk-traffic flow that discourages congestion been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employee workstations have disinfecting wipes for daily wipe downs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the facilities HVAC system filters changed & treated EPA approved process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do bathrooms have no-touch sinks, soap dispensers and paper towel dispensers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do common areas and meeting rooms have touch-free sanitizer dispensers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Behaviors	YES	NO	N/A
Are employees washing their hands regularly for 20 seconds with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees avoiding shaking hands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees practicing social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees practicing social distancing in meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees avoiding the use of multi-touch devices, such as shared computers in meeting rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees using face coverings or masks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have updated expectations been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Cleaning	YES	NO	N/A
Are routine cleanings conducted frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do cleaning routines use soap, water and disinfectants listed by the Environmental Protection Agency (EPA) to use against SARS-CoV-2, the virus that causes COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning vendors responsible for wiping down work stations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all multi-touch surfaces such as doorknobs part of cleaning routines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hand sanitizer and sanitizer wipes provided to employees for work stations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If using face coverings or masks, does your organization provide these and/or have a cleaning procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remote Work Planning	YES	NO	N/A
Has your organization considered the feasibility of remote work in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have remote work expectations been established for when employees return to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have return-to-work requirements been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Policies and Preparedness	YES	NO	N/A
Is a policy in place to protect employees in COVID-19 high-risk categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization considered updates to leave policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization considered screening employees for COVID-19-related symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a prepared response, required actions in place, for employees who have COVID-19-related symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a planned response, required actions in place, in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization prepared to fully or partially close the workplace in the future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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For any checklist items you select “NO,” consider whether any updates could help protect the health and safety of your employees.

For assistance with COVID-19-related topics, contact your BFG corporate benefits advisor or relationship manager.

As always, we hope you find this information of value and feel free to share with others in your professional circles. You can always connect us with those relationships directly and we can add them to our regular communication distributions as well.

Be safe. Be well.

Thank You!

Brooks Financial Group, Inc. (BFG) Corporate Benefits Division