OFFICES CHECKLIST FOR REOPENING

Below is a breakdown of the requirements of the Governor’s latest Executive Orders, which establishes safeguards for employees leaving their residence to work and pursuant to Executive Directive 2020-6 which establishes the Office of Worker Safety.

THE EO REQUIRES BUSINESSES TO MINIMALLY DO THE FOLLOWING:

- **Develop** a COVID-19 preparedness and response plan consistent with OSHA guidelines - a fillable form can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- **Designate** a work place supervisor to implement, monitor and report on the plan developed as a result of the above requirement.
- **Provide** COVID-19 training to employees addressing infection control practices, proper use of personal protective equipment (PPE), steps to notify the employer of a positive test or symptoms, and how to report unsafe work conditions.
- **Conduct** daily entry self-screening of employees including a questionnaire covering symptoms or confirmed exposure to positive people - employee screening forms can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- **Maintain** a distance of 6 feet between all people at the business to the maximum extent possible using ground markings, etc.
- **Provide** non-medical grade face masks to all employees.
- **Require** face coverings be worn when employees cannot consistently maintain 6 feet of distance from each other.
- **Increase** disinfection and cleaning of the business with special attention to shared objects and high-touch surfaces. Procedures can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- **Develop** protocols to be used for cleaning if there is a positive test at the location
- **Make** cleaning supplies available to employees upon arrival at work and allow time for them to wash their hands or use hand sanitizer frequently
- **Notify** the local health dept. and co-workers, contractors, or suppliers who may have come into contact with the person within 24 hours of having an employee test positive,
- **Follow** EO 2020-36 which prohibits any retaliating against employees who stay home or leave work when they are at particular risk of infecting others
- **Establish** a response plan to send employees home and temporary closure when dealing with a confirmed infection
- **Restrict** business related travel to essential travel only
- **Encourage** employees to use PPE and hand sanitizer on public transportation
- **Promote** remote work to the fullest extent possible
- **Adopt** additional reasonable infection control measures in light of the work performed at the location and the infection rate in the community.
- **Maintain** records of employee trainings, daily screenings and employees identified with COVID-19 and what steps were taken.
OFFICES MUST:

- Assign entry points for employees to avoid congestion.
- Provide visual markers outside the building to maintain distance in case of congestion.
- Take steps to reduce entry congestion and ensure effective screening.
- Require face coverings in shared spaces.
- Increase distances between employees by spreading out work spaces, staggering space usage, etc.
- Turnoff water fountains.
- Prohibit social gatherings and meetings that do not allow for social distancing or create unnecessary movement in the office.
- Provide disinfecting supplies and require workstations be wiped down at least twice daily.
- Post signs about the importance of personal hygiene.
- Disinfect high-touch surfaces.
- Institute cleaning protocol when symptomatic employees are sent home.
- Notify employees if a positive person was at the office.
- Prohibit non-essential visitors.
- Restrict non-essential travel including in-person conference events.

ED 2020-6 creates the Office of Worker Safety and allows someone to be appointed Director of COVID-19 Workplace Safety. The latest EO establishes the workforce safety rules for all businesses across the state as the process of in-person work gradually returns. The Director of Workplace safety (and all agencies required to monitor compliance with workplace safety) will bring enforcement actions against any employer who violates these orders. For DHD4 specific business materials, such as signs and additional guidance documents, please visit www.dhd4.org/covid19/business.

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