WORKPLACE READINESS CHECKLIST

INTEGRITY STAFFING SOLUTIONS

ACCESS CONTROL & QUARANTINE

- ☐ Set clear policies for workplace access
- ☐ Measure body temperature at building entry
- ☐ Conduct random visual and temperature checks during workday
- ☐ Request employee quarantine when slightest COVID-19 symptom shows up
- ☐ Track and document all building entries and exits

REMOTE WORKING

- ☐ Encourage remote work in all roles that do not require physical presence
- ☐ Provide webinars on remote-working and leadership best practices

WORKING SHIFT PLANNING

- ☐ Create differentiated shift plans and break times for minimum congestion in high-traffic areas
- ☐ Split shifts and disperse workspaces/desks to ensure minimum distance
- ☐ Identify and isolate critical employee groups
- ☐ Define contingency plans for workplace closures

HYGIENE & HEALTH

- ☐ Set clear policies for physical distancing in workplace
- ☐ Establish daily disinfection procedures
- ☐ Promote mandatory health and hygiene protocols (e.g., hand washing, mask use, glove use) for employees
- ☐ Stop elevator use whenever possible
- ☐ Discontinue use of shared items (e.g., pens, phones)
- ☐ Provide critical supplies

COMPLIANCE & COMMUNICATION

- ☐ Communicate at least once per day about purpose and changes on measures in effect
- ☐ Perform random checks in all departments on full list of measures
- ☐ Report COVID-19 symptoms to relevant health authorities
- ☐ Clear all protocols with local authorities

WHATEVER YOUR NEEDS, WE'RE HERE TO SUPPORT.

If you want to be fully prepared to get people quickly back to work safely when the moment is right, we can help. Together, we'll prepare to reopen your business and provide your employees with a safe return to work. Reach out today to learn more about our business continuity services.

SAFETY STANDARD OF EXCELLENCE®