

## COVID-19 WORKPLACE CHECKLIST

TASK	COMPLETED
Determine which federal, state and local laws and directives apply and what they require.	
FOR NY EMPLOYERS ONLY: Review the state’s guidance for your specific industry and submit the required affirmation (found at the end of the online guidance) confirming that you agree to operate in compliance with the guidance.	
Create a “Return to Work Task Force” that includes stakeholders from various levels and departments, such as HR, IT, Facilities, and senior management.	
Develop and distribute a comprehensive COVID-19 Workplace Safety Plan that includes social distancing, employee hygiene, and environmental cleaning protocols. NY EMPLOYERS ONLY: ensure that your plan covers all items outlined in the NYS Business Re-Opening Safety Plan template.	
Establish a company philosophy regarding remote work. Implement a remote work policy and telecommuting agreements for employees working remotely.	
Determine which employees will return to the workplace, how and when.	
Set up a system for daily employee health screenings.	
Establish protocol for responding to employee COVID-19 infection or exposure.	
Revise existing leave policies or implement new leave policies to address additional COVID-19 leave available under applicable federal and state laws.	
Display all required federal and state COVID-19-related posters, as well as optional posters regarding proper safety protocols (e.g., correct handwashing procedures).	
Evaluate wage and hour implications of potential changes in pay, hours, schedules, or job duties.	
Develop plan for frequent and routine communication of updated policies/protocols, as well as methods for communicating quickly with employees if necessary due to unforeseen circumstances.	
Communicate with employees regarding the requirements of the NY and NJ COVID-19 travel advisories.	