Reopening Workplaces During COVID-19

the Schuster Group
This chart is designed to help employers that are making decisions regarding reopening workplaces during the coronavirus disease (COVID-19) pandemic, following guidance from the Centers for Disease Control and Prevention (CDC). When making employment decisions, employers should consult with state and local health officials.

**Ready to Reopen Your Workplace?**

Is your workplace:

- Located in a community where local officials are not currently requiring significant mitigation?
- or
- An essential business?

Does reopening your workplace comply with local guidelines and orders?

Have risks of reopening been assessed?

**Are Safe Practices in Place?**

- Increase the frequency of routine cleanings, and use recommended disinfectants on all surfaces.
- Create appropriate space between employee work areas.
- Set expectations for practices such as hand-washing.
- Have employees wear face coverings or masks.
- Ensure employees are properly social distancing.
- Train employees on expected behaviors.

**Are Appropriate Policies in Place?**

- Create policies to protect employees in high-risk COVID-19 categories.
- Create procedures for screening or monitoring employees for COVID-19-related symptoms.
- Establish leave policies.
- Expand remote work as feasible.
- Limit business travel.

**Are COVID-19 Preparedness Plans in Place?**

- Communicate ongoing updates to employees.
- Communicate frequently with local authorities.
- Monitor employees for signs and symptoms related to COVID-19.
- Prepare a response to positive COVID-19 tests.
- Create a preparedness plan for future partial or full closings of the workplace.

**Any “No” responses?**

- Establish appropriate policies.

**“Yes” to all?**

- Establish safe practices.

**Any “No” responses?**

- Establish preparedness plans.

**“Yes” to all?**

- Open the workplace with updated practices.

Source: Centers for Disease Control and Prevention
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