

# Reopening checklist

As lockdown restrictions are eased and businesses reopen, employers must take measures to protect the well-being of their workers and reduce their liability should they become sick. Use this checklist to determine what precautionary measures your business can or should take (such as testing, employee and visitor screening, etc.), implement a COVID-19 safety program, ensure staff is following CDC and OSHA guidelines, and stay up to date on the latest information and recommended practices. Find the digital version of this form and more at <https://www.fulcrumapp.com/apps/reopening-checklist>.

---

## Review available guidance

- ▶ Review latest CDC and OSHA guidelines  
 Yes       No
  
  - ▶ Review latest industry/third-party guidance  
 Yes       No
- 

## PPE, facilities, & cleaning protocols

- ▶ Investigate whether state order(s) require employees to wear face masks/coverings in the workplace and/or when dealing with the public  
Employers must pay for any such mandatory PPE.  
 Yes       No
  
  - ▶ Evaluate and communicate heightened cleaning requirements and expectations for employees and vendors with primary sanitation responsibilities  
 Yes       No
  
  - ▶ Evaluate and/or renegotiate new or existing contracts with vendors  
 Yes       No
  
  - ▶ Ensure cleaning is undertaken according to current CDC recommendations  
 Yes       No
-

- ▶ Ensure workplace common areas and/or customer-facing areas will receive additional cleaning on a regular basis  
 Yes       No
  
  - ▶ Communicate to employees and third parties who will appreciate reassuring communications regarding heightened sanitation efforts  
 Yes       No
  
  - ▶ Make cleaning/sanitizing supplies available to employees and third parties (visitors, customers)  
 Yes       No
  
  - ▶ Require employees to take personal responsibility for sanitation, even if it is not among their normal duties
    - ▶ Communicate protocols for shared spaces
    - ▶ Enforce sanitation and cleaning protocols
    - ▶ Maintain flexibility to adapt to best practices Yes       No
  
  - ▶ Plan for possible supply shortages  
 Yes       No
  
  - ▶ Create and display signage reminding employees and third parties of the importance of proper hand-washing  
 Yes       No
- 

## Employee monitoring and screening

- ▶ Review EEOC guidance  
 Yes       No
  
  - ▶ Require employees experiencing COVID-19 symptoms to leave work, promptly seek testing, and report results  
Note paid leave requirements for FFCRA-covered employers  
 Yes       No
  
  - ▶ Evaluate whether and how to screen and/or monitor employees and third parties  
 Yes       No
-

- ▶ **ADA-covered employers may measure employee body temperature, so long as CDC and state health authorities continue to find heightened threat of transmission**

- ▶ Implement any monitoring or screening protocols uniformly for similarly situated employees
- ▶ Screening or monitoring results and illness information must be kept confidential
- ▶ Records of testing may demonstrate employer took reasonable measures to prevent spread
- ▶ But testing is intrusive, time consuming, and may be of limited actual value (e.g., some with COVID-19 do not have a fever)

Yes       No

- ▶ **Draft and share policies and signage requiring employees to stay home when sick**

Yes       No

---

## **Social distancing**

- ▶ **Create and share a written social distancing plan**

Yes       No

- ▶ **Evaluate employees' unique duties and the physical positioning of work locations**

Yes       No

- ▶ **Evaluate use of common areas, such as conference and break rooms and public spaces**

Yes       No

- ▶ **Create signage reminding employees and third parties of need to maintain social distancing**

Yes       No

- ▶ **Re-evaluate social distancing plan on a regular basis as guidance evolves and to maintain consistency with federal and state-level guidelines**

Yes       No

- ▶ **Consider staggered scheduling or "soft" opening**

- ▶ Staggered schedules may allow time for testing and create less crowded shared spaces
- ▶ Expanding operations incrementally enables employees to test and adjust procedures

Yes       No

- ▶ Plan for the policy on dealing with clients, customers or vendors coming into the workplace who are not wearing PPE and whether to apply different standards to employees vs. clients, customers or vendors  
 Yes     No
- 

## Remote work

- ▶ Solicit feedback and evaluate what worked and what did not during recent closures and periods of teleworking  
 Yes     No
  - ▶ If appropriate, continue telework for certain positions and evaluate whether teleworking is temporary or permanent, including alternating or staggered teleworking  
 Yes     No
  - ▶ Evaluate what, if any, long-term restructuring of positions may be beneficial  
 Yes     No
  - ▶ Prepare for employees to request to continue teleworking temporarily or permanently  
 Yes     No
- 

## Training and communications

- ▶ Internal communications should educate and encourage employees, while external communications reassure customers and other third parties  
 Yes     No
  - ▶ Train managers and employees on new policies, procedures and protocols  
 Yes     No
  - ▶ Identify managers responsible for implementing plan and monitoring compliance  
 Yes     No
-

- ▶ **Name point person(s) to whom employee questions and concerns may be directed**  
 Yes       No
  
  - ▶ **Train managers on patience and risk of retaliation issues**  
 Yes       No
  
  - ▶ **Monitor effectiveness and compliance on an ongoing basis**  
A plan that is not followed may actually create more risk than no plan at all  
 Yes       No
- 

## **Flexibility**

- ▶ **Continue to monitor applicable orders as they evolve or are lifted**  
 Yes       No
  
- ▶ **Multi-state employers must comply with evolving orders in multiple locations**  
 Yes       No
  
- ▶ **Create, review, and revise pandemic preparedness plans to prepare for a second wave of COVID-19-related shutdowns or other future pandemics**  
 Yes       No

---

## Certification

Passed?  Pass  Fail

Name of person  
completing checklist

Please print

---

Signature

---

Date

---

 / /

Time

---

 : AM / PM

Fulcrum is a mobile app creation platform that lets you digitize checklists like this easily — and automate related workflows! — without writing any code.

Check us out at [fulcrumapp.com/checklists](https://fulcrumapp.com/checklists)