



# **Action Plan Template**

## ***Turning Recommendations Into Action***

Emily Whitcomb

[NSC.org/SAFER](https://www.nsc.org/SAFER)

[SAFER@nsc.org](mailto:SAFER@nsc.org)

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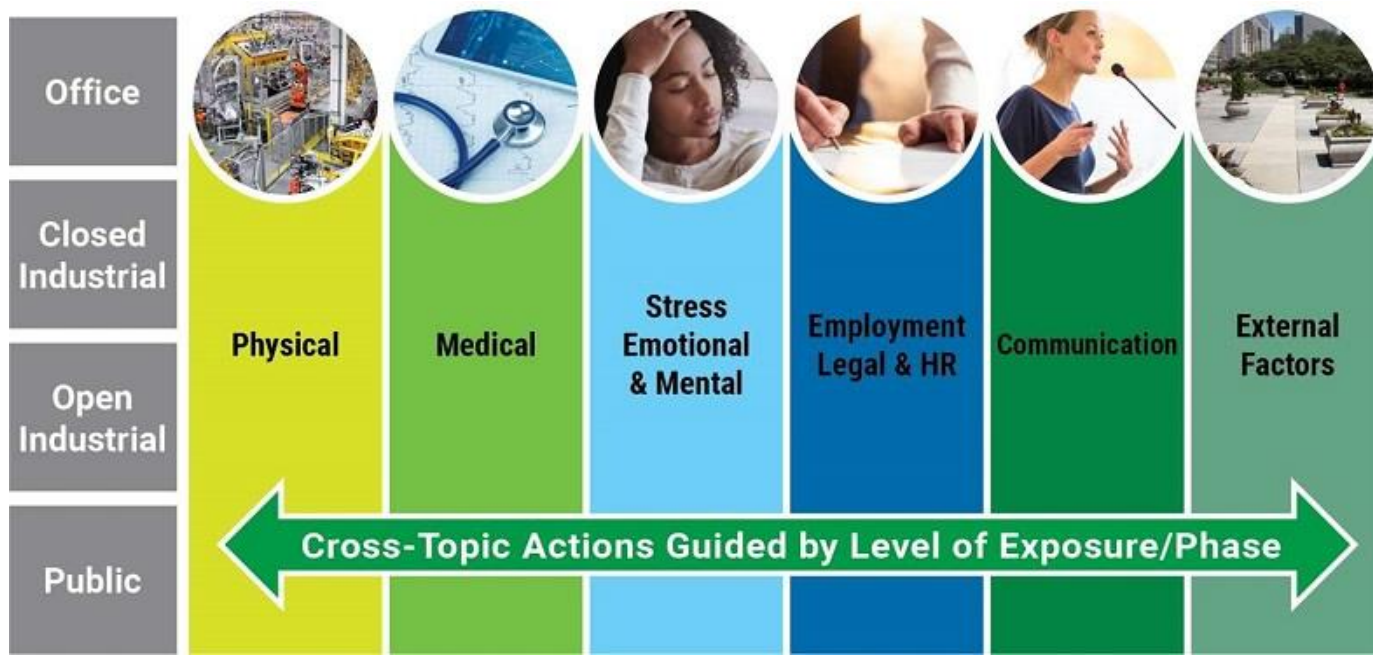
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# Agenda

- Return-to-Work Guidance: Framework and Playbooks
- SAFER Quick Hit: Action Plan Template
- Case study: Terex Corporation
- Additional SAFER resources

# Return-to-Work Guidance: Framework and Playbooks



# Return-to-Work Guidance: Framework and Playbooks

**SAFER**  
Safe Actions For Employee Returns

## Return-to-Work Guidance for Office Operations

**What is covered in this document:**

- Physical Considerations
- Medical Health Considerations
- Stress, Emotional & Mental Health Considerations
- Employment, Legal & Human Resources Considerations
- Communication Considerations
- External Considerations

**NATIONAL SAFETY COUNCIL**

**SAFER**  
Safe Actions For Employee Returns

### Screening and Reporting

In order for employees to return to a workplace, many organizations may institute screening (through self-assessments and temperature checks) to clear employees for entry into a building or site. While these screening methods are not foolproof measures to detect COVID-19, organizations should consider the following actions:

- Provide written communication and/or webinars to inform employees how, when and where screenings will be conducted and what will happen should an employee have an elevated temperature or provide a high-risk answer to a screening questionnaire
- Develop policy to articulate and designate who will be responsible for conducting the screenings, and ensure these individuals follow recommended protocols for conducting screenings
- Engage safety committees in assisting with creating guidelines
- Outline and make employees aware of the procedure for failed COVID-19 screenings
- Ensure mechanisms are in place to track and understand completion and engagement metrics around screening communications and training
- Create guidelines for supervisors and managers in the event of a failed screening and ensure the employee has transportation and a place in which to shelter/self-isolate
- Establish a process, including speaking points, for communicating to employees who have been in contact with a symptomatic employee (e.g., what steps occur as a result, self-quarantine, area closed for deep cleaning, etc.)
- Establish a workplace decontamination process in the event of confirmed infection case
- Draft talking points for supervisors and managers to inform employees about a confirmed case in a calm, informative manner; include organizational responses to FAQs so that messages are provided and articulated consistently
- Communicate exposure information and screening results with third-party employers, such as staffing companies providing temporary workers, in a timely manner; verify the legal limitations of such communication
- Help employers conduct needed public-health oriented measures (e.g., temperature checks) while also following HIPAA regulations for health data/information
- Develop self-screening procedures for a dispersed workforce that reports to job sites, but not a company central location
- Implement signage and other hazard controls in entrance screening cueing areas (ensure that cue is protected from adjacent vehicle traffic)

**External Factors**

**Phase**

Office  
Close Industry  
Open Industry  
Public

SAFER  
Screening & Reporting

# SAFER Quick Hits



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## SAFER Quick Hits

### Turn Recommendations Into Action

The following quick-hit documents, generated with the insight and expertise of the SAFER Task Force, are the tactical components - checklists, procedures, protocols - needed to turn the [SAFER Framework](#) recommendations into action.

- [Confirmed Case Notification Protocol](#)
- [Employee Return-to-Worksite Status](#)
- [Entrance Screening](#)
- [Managing Employee Stress and Anxiety](#)
- [Office Physical Distancing](#)
- [Office Reopening Protocol](#)
- [Risk Exposure Index for Office Settings](#)
- [Workplace Hygiene](#)
- [Action Plan Template](#)

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# SAFER Quick Hit: Action Plan Template



# SAFER

Safe Actions For Employee Returns

## Action Plan Template

The following template can be used as a site-specific or company-wide action plan for monitoring and adjusting operations in response to COVID-19 risk mitigation. Each site/department/operations group should be able to answer these questions in full before resuming operations.



# SAFER

Safe Actions For Employee Returns

## Action Plan Template

The following template can be used as a site-specific or company-wide action plan for monitoring and adjusting operations in response to COVID-19 risk mitigation. Each site/department/operations group should be able to answer these questions in full before resuming operations.

### Preparation for Change in Operations Status

- Who will make the decision to slow or shut down operations and/or reduce to essential roles (e.g., based on change in community risk)? How will this decision be made?
- Who will communicate change in operations? How will the change be communicated?
- Who are the essential workers required for business continuity?
- Who are the essential suppliers for business continuity? Who are alternative suppliers based on potential supply chain disruption?
- How will the information be disseminated throughout the organization?

### Preparation for Reducing Risk Exposure

- What is the plan for shift scheduling to maintain required physical distancing for clock-in, breaks, meals, or any activity that brings groups of workers in close proximity? Do critical safety roles need to be adjusted in light of new shift patterns (e.g., first aid and fire liaisons)?
- Which workspace areas are being closed to avoid close contact of employees (e.g., kitchens, break rooms)?
- Which meetings are required and what steps can you take to mitigate risk during required meetings (e.g., face coverings, physical distancing, ventilation)?
- Which employees can still work remotely without further assistance or needed tools/equipment? Which employees can work remotely with added assistance or tools/equipment (e.g., IT requirements, ergonomic requirements)?
- How will people be evaluated for symptoms/potential exposure prior to entering the workplace?
- Which practices and procedures will need to be modified to reduce exposure/maintain social distancing (e.g., tool box talks, use of common tools and equipment)?

Version 1  
Release date: 5/26/20



## SAFER

Safe Actions For Employee Returns

### Preparation for Absence of Workers

- What procedure do employees use to report absence due to COVID-related sickness and/or self-isolation due to potential exposure to COVID-19 (e.g., use normal sick time, use specially coded sick time, etc.)?
- What procedures are in place to comply with relevant federal, state, and/or local government requirements for documenting sick leave due to COVID-19?
- How often are employees who are home sick and/or self-isolating going to be contacted? Who will contact these employees and how will these conversations be conducted/documented?

### Preparation for Cleaning and Disinfecting

- Does the current cleaning schedule allow for daily (or more frequent) cleaning and disinfecting of high-touch surfaces (e.g., handles, handrails)? If not, how will cleaning schedule be adjusted to account for increase in cleaning needs?
- Do employees have cleaning supplies available to them to wipe down workspaces and shared spaces (if shared space is unavoidable)? If not, what is the plan to procure appropriate supplies or to reduce risk of exposure in other ways?
- How will the areas where symptomatic employees have had contact be cleaned and disinfected?
- Will there be additional cleaning between shifts? If so, how will the cleaning and disinfection be conducted?

### Preparation for Responding to Symptomatic Employees

- What is the process for contacting supervisor/management if a worker develops symptoms while at work (e.g., direct call, enter into reporting system)? Are the appropriate communication methods/tools available to all employees? If not, how will they contact the appropriate supervisor if symptoms develop?
- How are workers who leave with symptoms or call out sick with symptoms tracked by management?
- What are the procedures for previously infected/symptomatic employees to return to work?
- What is the process to ensure all employees, visitors, and contractors are screened on arrival? If employees are designated as screeners, are they aware of company return-to-work procedures and how to respond to symptomatic visitors?

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# Guest Speakers



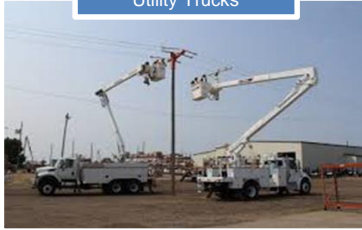
**Samantha O'Kelley**

*Regional Health, Safety & Environmental Manager*

**Justin Fischer**

*Health, Safety & Environmental Manager*

Utility Trucks



Bid-Well



Genie



## Preparation for Change in Operation Status

Beginning



Current



## Preparation for Reducing Risk Exposure



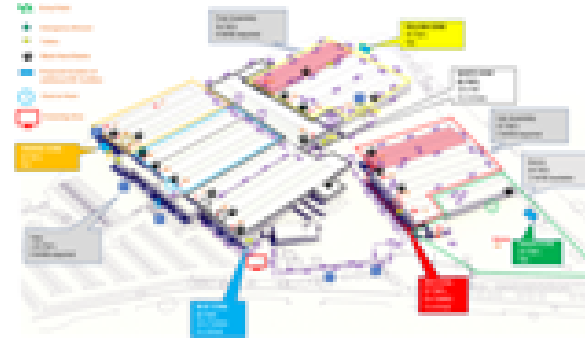
## Preparation for Absence of Workers



## Preparation for Cleaning & Disinfecting



## Preparation for Responding to Symptomatic Employees









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## SAFER Guides Employers as U.S. Ponders Reopening

*SAFER: Safe Actions for Employee Returns* is a multifaceted, comprehensive effort aimed at helping employers prioritize safety as they return employees to traditional work environments and schedules in a post-quarantine world.

At the center of SAFER is a task force – comprised of large and small Fortune 500 companies, nonprofits, legal experts, public health professionals, medical professionals and government agency representatives – that makes recommendations based on best practices and proven workplace safety strategies. The task force delivers resources, such as guidebooks and checklists, to equip employers with the tools they need to protect workers during this time of uncertainty.

NSC urged the Department of Labor to adopt the SAFER framework as part of its Opening America's Workplaces Again national online dialogue. Anyone interested in assisting in this effort can email [safere@nsc.org](mailto:safere@nsc.org).

[Get more information about COVID-19.](#)



**Donate To The SAFER Initiative**  
 Safety doesn't stop in the face of a pandemic. Make a difference today.



**NEW: Organizational Vulnerability Assessment**  
 Examine your organization's vulnerability to COVID-19 transmission and receive tailored recommendations.



**SAFER Playbooks**  
 General and industry-specific guidance to help align safety with business objectives.



**Register For July 15 Webinar**



## Start Your NSC COVID-19 Organizational Vulnerability Assessment

Thank you for requesting the NSC COVID-19 Organizational Vulnerability Assessment. This tool will help you examine risk factors for COVID-19 transmission according to your type of operation and ability to control the associated risk factors.

The results will provide recommended actions to control your identified risks and assist you in creating an action plan to move forward in implementing additional safeguards.

[Start the Assessment»](#)

The assessment should take approximately 30-45 minutes to complete. You do not need to finish the entire assessment at one time.

Upon completion, you will receive:

- An organizational vulnerability risk score of lower, moderate, high or very high
- A list of potential control measures you may still need to implement at your organization
- A control implementation completion summary by risk factor

Your information will remain confidential. The only information shared will be unidentifiable aggregate results to better assist the nation's employers address pandemic-related issues.

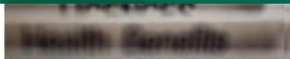
Please visit the [SAFER: Safe Actions for Employee Returns](#) website for additional resources to keep your workplace safe.





### SAFER Solutions Directory

Providers offering products and services to help employers during the pandemic.



### New: The SAFER Collection

Continually updated resource library to help employers return to traditional work settings.



### Take Action

Quick-hit checklists, procedures and protocols to implement SAFER recommendations.



### Sign Up For SAFER Resources

We will notify you as materials become available. Sign up today.



### NEW: SAFER Poster Series

Purchase a set of four posters that will help your employees stay safe in the workplace.



### Resources For NSC Members

Log in for member-exclusive COVID-19 tools: posters, safety talks, checklists, webinars.



### SAFER Framework

Key areas around which corporate and public policy leaders are taking action.



### NEW: Employee Surveys

Now is the time to listen. Choose one of three surveys to suit your organization's needs.



### Health And Safety Materials

Tips sheets and presentations available to the public and created by NSC.



### Federal Guidelines

Face covering, travel advisories, critical industry and general information for employers.



### Employee Wellbeing

Address worker stress, mental health, substance use and more.

### Also of Interest

- NSC Launches SAFER Nationwide Task Force to Ensure Employee Safety...
- Make a Difference; Donate to the NSC SAFER Initiative
- Safe Actions for Employee Returns: Playbooks

# Back by Popular Demand

## **Planning a *SAFER* Return webinar workshop – July 15 at 11 am CT**

Katherine Mendoza, NSC EHS manager, and Anthony Washburn, research associate for Campbell Institute and Work to Zero, walk through the *SAFER* framework and how to create a plan for a safe return to full operations.

Register and receive a FREE copy of the Return to the Workplace Playbook to help customize your own plan.

Free for NSC members, \$199 for non-members.

[nsc.org/SAFER](https://nsc.org/SAFER)

# THANK YOU!

Emily.Whitcomb@nsc.org

Samantha.OKelley@terex.com

Justin.Fischer@terex.com

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