Action Plan Template

Turning Recommendations Into Action

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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 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-Worksites 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
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 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 fighters)?
- 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/infection in social distancing (e.g., tool box talks, use of common tools and equipment)?

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 specialty contact 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/recorded?

Preparation for Cleaning and Disinfecting
- Does the current cleaning schedule allow for daily (or more frequent) cleaning and disinfecting of high-touch areas (e.g., handles, handrails)? If not, how will cleaning schedule be adjusted to account for increased 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?
Guest Speakers

Samantha O’Kelley
Regional Health, Safety & Environmental Manager

Justin Fischer
Health, Safety & Environmental Manager
Action Plan Template

Preparation for Change in Operation Status

Beginning

Current
Action Plan Template

Preparation for Reducing Risk Exposure

Preparation for Absence of Workers
Action Plan Template

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 safer@nsc.org.

Get more information about COVID-19.
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.
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.

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