



SAFER

Safe Actions For Employee Returns

Transportation Workplace Return Checklist

Objective:

This checklist is to be used by employees in preparation of returning to the workplace. Employers should work with employees to determine whether a return to the workplace is necessary and offer opportunities to address questions or concerns not covered in this document.

Introduction

Returning to the workplace can be exciting and stressful. Careful planning, following safety guidelines and communication is important to keeping everyone safe and healthy.

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Safe Actions For Employee Returns

Before Heading to Work

- Determine your route and mode of transportation
 - Assess what mode of transportation best meets the needs and safety concerns of you and your family. This may mean taking a different mode of transportation than you did before COVID-19.
 - Note that travel times, routes and transit schedules may have changed as a result of COVID-19.
 - Consider identifying a transportation alternative in case there are unexpected delays or changes to your preferred route and mode.
- Review the transportation guidelines and recommendations of your employer
 - Are there special services being offered as part of a COVID-19 response? These could include additional parking facilities, shuttle services or flexible work schedules.
 - How do you communicate any delays or needs to shift your arrival to the workplace?
 - What flexibility is in place in returning to the workplace if you need to stay home?

Driving to Work

- Take time to check the state of your vehicle if it has not been driven regularly, and re-familiarize yourself with driving a car.
- Never drive distracted. Avoid doing any activities that take your hands off the wheel, eyes off the road or mind off the driving task.
- Be aware of your surroundings and note there may be more people out walking and biking in response to COVID-19.
- Obey posted speed limits and other traffic laws to make sure you get to your destination safely.

Taking Transit

- [Review the CDC recommended guidelines on taking transit.](#)
- Take time to double check routes and schedules as they may have changed as a result of COVID-19.
- Be sure to use proper PPE, physically distance when possible and obey other safety measures put in place by transit agencies.
- If transit or buses are crowded, consider waiting to take the next one if your schedule allows.

Arriving at Work

- Follow any employer guidance and procedures on arriving at work.
- Double check that you have everything you need from your vehicle for the day to limit the number of times you exit and enter the workplace.

Returning from Work

- Also see the “Driving to Work” and “Taking Transit” sections above as many of the recommendations also apply here.
- Before departing the workplace, make sure you are not suffering from fatigue, stress or other factors that could distract you from driving safely.
- Take time to double check routes, and schedules if taking transit, to see if anything has changed since your arrival to work.
- Be sure to take measures to sanitize yourself and any vehicles when arriving at your destination.