

# 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.

# SAFER

## 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.