

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)?

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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?

