

Return to Work Department Checklist

Department: _____

Note -- DC = Date Completed

			Description	Responsibility	Responsibly Name		
						DC	Remarks
1.1	Prior to Return	Cleaning	Complete operations area cleaning and disinfecting	Facility staff			
1.2	Prior to Return	Cleaning	Stock of disinfectant and cleaning supplies	Facility staff			
1.3	Prior to Return	Cleaning	Establish department process for distributing materials	Department Manager			
1.4	Prior to Return	Cleaning	Establish process for disinfecting throughout the day	Department Manager			
1.5	Prior to Return	Cleaning	Establish process for disinfecting vehicles utilized by staf	Department Manager			
1.6	Prior to Return	Communication	Complete plan to deliver safety message/welcome back	Department Director			
1.7	Prior to Return	Communication	Confirm all COVID-19 Process check sheets are distributed and understood	Departemnt Director			
1.8	Prior to Return	Communication	Complete pre-return communication process to all hourly and salary employees. Include instructions on what to do when returning, work completed while away, self assessment process, etc.	Area Managers/ Departemnt Directors			
1.9	Prior to Return	Communication	Ensure all necessary aides and posters are posted	Area Managers/ Department Director			
2.0	Prior to Return	People	Temperature Scanning equipment: - Determine appropriate location of sign in terminal and determine logistics for station - Ensure sufficient equipment and staging - Monitoring process and review data	Department Director			
2.1	Prior to Return	Social Distancing	Social Distancing Implement solutions for workstations <6ft apart. Approved methods: - Rebalance - Barrier Installation - Face Shields	Department Director			
2.2	Prior to Return	Social Distancing	Control People Flow - develop and communicate map prior to return. - Where to park, where to enter - Importance of not "wandering" around, outside of your work area.	Department Director			
2.3	Prior to Return	People	Implement Self Assessment Procedure	Department Director			
2.4	Prior to Return	Social Distancing	Confirm all shipping/receiving areas are set-up to meet social distancing and quarantine protocols	Department Director			

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2.5	Prior to Return	Physical Distancing	Confirm start/end of shift times allow adequate time to support social distancing in facility and parking area - eliminate potential of crowds	Department Director			
2.6	Prior to Return	People	Ensure locations are able to Maximize Fresh Air.	Facility Leader for facility			
2.7	Prior to Return	People	Develop a daily monitoring of Fresh Air Actions	Facility Leader for facility			
2.8	Prior to Return	People	Assign PPE lead to ensure distribution of appropriate assets. - Ensure PPE on site 3 days prior to start-up	Department Director			
2.9	When Back at Work	Communication	Complete return to work message	Department Director			
3.0	When Back at Work	People	Create and complete a daily/weekly cleaning checklist as per cleaning protocol	Department Director			
3.1	When Back at Work	People	Evaluate absenteeism rate	Department Director			