

Formulating a Return-to-Work Plan

As Greenville, South Carolina, area businesses begin to reopen in the midst of the COVID-19 pandemic, there are a number of considerations to keep in mind. The goal of this checklist is to assist businesses in thinking through some of the issues they may wish to consider when designing a return to work plan.

The Governor's Office has established general guidelines for all businesses to follow:

Each employer is responsible for providing a safe and healthy workplace. All employers must determine how best to minimize the spread of COVID-19 in the workplace. In order to re-open and successfully remain open for business, everyone individually and collectively must actively participate in the following core recommendations:

1. Self-isolation – if you are sick, stay home; 2. Practice social distancing of at least six feet distance to the greatest extent possible; 3. Wash hands frequently (20 seconds with soap and water or use of a sanitizer that contains at least 60% alcohol); 4. Clean and disinfect frequently touched objects (e.g., keyboards, phones) and surfaces (e.g., handrails, workstations, sinks) and remove unnecessary frequently touched surfaces (e.g., trash can lids); 5. Avoid touching of eyes, nose, and mouth with unwashed hands; 6. Strongly consider wearing a cloth face covering when it is difficult to practice social distancing (do not use on children under two years old, people with difficulty breathing, or people who cannot remove the mask themselves); 7. Cover mouth and nose when you cough or sneeze and throw used tissues away immediately after use; 8. Avoid using other employees' phones, desks, offices or other work tools and equipment when possible, or disinfect them before and after use; and 9. Minimize the use of soft surfaces like cloth covered chairs or area rugs that are more difficult to clean or disinfect.

This checklist does not address all issues that should be considered or all types of businesses. Businesses must consult Federal and State guidance/resources. For convenience, some of those resources are compiled in the [Return to Work COVID-19 Resources and Considerations \("RTW Resources"\)](#) document. This checklist and the RTW Resources are not intended to be, and should not be construed as, legal advice. Any questions should be directed to your human resources professional or legal counsel.

Information compiled May 6, 2020

<ul style="list-style-type: none"> If you choose to ask employees if they are experiencing symptoms related to COVID-19, follow EEOC and CDC guidance. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Social Distance

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<ul style="list-style-type: none"> Whenever possible, maintain 6 feet of distance between people. Strategies can include: <ul style="list-style-type: none"> Rearranging work spaces to space out employees. Implementing multiple or staggered shifts to reduce the number of people at work Installing plexiglas barriers around work stations where social distancing is less practical. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Leadership should role model social distancing and draw employee attention to instances where social distance is not maintained until it becomes natural. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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4. Sanitize IN
DONE IN PROGRESS NOT STARTED

<ul style="list-style-type: none"> Post handwashing reminders. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Keep soap, paper towels, hand sanitizer, facial tissues, hand wipes, gloves, cleaner, and disinfectant wipes located throughout the workplace. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Encourage additional short breaks for handwashing if needed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consider a prohibition on refilling of individual cups and water bottles from community coffee pots/water coolers. Provide disposable cups and utensils if possible. If traditional dishes are used, sanitize (e.g. through a dishwasher) after each use. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Disinfect high touch items (door knobs, light switches, counter tops, handles, bannisters, table tops, etc.) multiple times each day. Discourage sharing of equipment as much as possible. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Secure Your Face Covering IN
DONE IN PROGRESS NOT STARTED

<ul style="list-style-type: none"> Encourage employees to wear masks, particularly where individuals are not able to remain 6 feet apart. Depending on the risk of exposure, the type of mask may vary--follow official guidance. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<ul style="list-style-type: none"> You may need to pay hourly employees to put on and take off equipment. Check with human resources or an attorney if you have questions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide disposable gloves for employees who may need them to disinfect high-touch surfaces. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure that employees continue to wear any standard Personal Protective Equipment, including the appropriate mask, as normally needed for their positions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Prepare and Share Your Plans
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 PROGRESS STARTED

<ul style="list-style-type: none"> Prepare a written plan specific to your workplace that considers all of the factors referenced here and anything unique to your situation. Be sure to check human resources or an attorney if you have questions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Train your leadership team on the details of the plan and review the plan with your employees. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Make copies of the plan available for easy review and reminder. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> There may be legal issues involved in modifying shift or schedules—consult your legal counsel. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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