Checklist TYPE 1

Employers with large employee groups in close proximity.
Examples: manufacturing, warehousing, telecommunication centers

Physical/Biological

Pre-return disinfection and re-infection prevention

- ☐ Complete the NDDOH Workplace Assessment Tool. Contact NDSC for on-site consulting if appropriate.
- ☐ Disinfect facility
- ☐ Disinfect fleet and/or company vehicles before each use.
- ☐ Limit number of employees in company vehicles. One person per row of seating.
- ☐ Include disinfection of external points of contact: outside door handles, rails, and other points people may touch.
- ☐ Disinfect employee equipment, personal items such as lunch boxes, and other items brought to work by employees.
- ☐ Encourage employees to disinfect their home each day.
- ☐ PPE use recommendations – scaled by risk and OSHA requirements. Use results of Hazard Assessment.
- ☐ Consider shift / employee arrival modifications to reduce large groups assembling at entry points.

Facility Re-Start / Return to Normal Operations

- ☐ Consider restart safety audits (normal operational safety) and separate audit for COVID-19 risk (available through the NDSC).
- ☐ Integration of social distancing elements/plan
- ☐ Employee re-orientation (consider "new" employee style reorientation on expected practices for all employees)
- ☐ Returning employee integration with staff who have been working
- ☐ Safety process changes/updates (opportunity to go beyond compliance)
- ☐ Visitor/supplier/delivery protocols
- ☐ Re-shutdown protocols due to infection resurgence

Employment/HR

- ☐ Clarify/review individual's employment status as needed based on status during COVID-19 emergency period. (working, working in extended or hazard status, working from home, not working, change in hours, change in pay)
- ☐ Review protocols for infection detection/reporting/associated actions (normalize to "regular" work environment).
- ☐ Review workers compensation/retirement implications during COVID-19 shut down and beyond.
- ☐ Assess leave/PTO interface for both during and following the shut down period.
- ☐ Review work-from-home policies to potentially accommodate unique situations due to COVID-19.
- ☐ Consider training for potential high risk terminations for all HR and supervisors (available through the NDSC).

Emotional/Mental Health Support

- ☐ End-of-shutdown support system (preparing employees for return to work, return to school, leaving the relative safety of quarantine)
- ☐ Return to work support – re-establishing schedules, dealing with backlog stress, daycare and after school care changes, aging family member care changes, etc.
- ☐ Financial counseling/support – shut down-related financial stress management, employee financial support
- ☐ Substance use counseling/support
- ☐ Fatigue and mental health support
- ☐ Interruption of routine medical services support (medicines, specialists, routine care)

Leadership

- ☐ Top leadership presence and ongoing communication supporting all of the above
- ☐ Training for supervisors to manage employees under severe stress

Checklist TYPE 2

Employers with small or large groups of customers who interact with employees.
Examples: retail, personal services, stores, small 'storefront" businesses

Physical/Biological

Pre-return disinfection and re-infection prevention

- ☐ Complete the NDDOH Workplace Assessment Tool. Contact NDSC for on-site consulting if appropriate.
- ☐ Disinfect facility; clean based on number of customers. Large retail should clean a minimum of twice per day.
- ☐ Disinfect fleet and/or company vehicles before each use.
- ☐ Limit number of employees in company vehicles. One person per row of seating.
- ☐ Include disinfection of external points of contact: outside door handles, rails, and other points people may touch.
- ☐ Disinfect employee equipment, personal items such as lunch boxes, and other items brought to work by employees.
- ☐ Encourage employees to disinfect their home each day.
- ☐ PPE use recommendations – scaled by risk and OSHA requirements. Use results of Hazard Assessment.
- ☐ Limit number of customers based on social distancing for facility size.

Facility Re-Start / Return to Normal Operations

- ☐ Consider restart safety audits (normal operational safety) and separate audit for COVID-19 risk (available through the NDSC).
- ☐ Integration of social distancing elements/plan
- ☐ Employee re-orientation (consider "new" employee style reorientation on expected practices for all employees)
- ☐ Returning employee integration with staff who have been working
- ☐ Safety process changes/updates (opportunity to go beyond compliance)
- ☐ Visitor/supplier/delivery protocols
- ☐ Re-shutdown protocols due to infection resurgence
- ☐ Post COVID-19 requirements, limits on occupants and other key safety information on all entrances.

Employment/HR

- ☐ Clarify/review individual's employment status as needed based on status during COVID-19 emergency period. (working, working in extended or hazard status, working from home, not working, change in hours, change in pay)
- ☐ Review protocols for infection detection/reporting/associated actions (normalize to "regular" work environment).
- ☐ Review workers compensation/retirement implications during COVID-19 shut down and beyond.
- ☐ Assess leave/PTO interface both during and following shut down period.
- ☐ Review work-from-home policies to potentially accommodate unique situations due to COVID-19.
- ☐ Consider training for potential high risk terminations for all HR and supervisors (available through the NDSC).

Emotional/Mental Health Support

- ☐ End-of-shutdown support system (preparing employees for return to work, return to school, leaving the relative safety of quarantine)
- ☐ Return to work support – re-establishing schedules, dealing with backlog stress, daycare and after school care changes, aging family member care changes, etc.
- ☐ Financial counseling/support – shut down-related financial stress management, employee financial support
- ☐ Substance use counseling/support
- ☐ Fatigue and mental health support
- ☐ Interruption of routine medical services support (medicines, specialists, routine care)

Leadership

- ☐ Top leadership presence and ongoing communication supporting all of the above
- ☐ Training for supervisors to manage employees under severe stress

Checklist TYPE 3

Employers with employee and customer interaction in vehicles and other non-routine spaces
Examples: mobile direct services, landscaping, home repair, construction, transit, ride share

Physical/Biological

Pre-return disinfection and re-infection prevention
- ❑ Complete the NDDOH Workplace Assessment Tool. Contact NDSC for on-site consulting if appropriate.
- ❑ Disinfect facility; clean based on number of customers.
- ❑ Disinfect fleet and/or company vehicles before each use.
- ❑ Limit number of employees in company vehicles. One person per row of seating.
- ❑ All tools used by employees should be cleaned BEFORE each use.
- ❑ Ride share and cabs should not carry more than one passenger at a time.
- ❑ For client interactions, maintain distancing for all conversations. Try to communicate via video meeting, text or email whenever possible.
- ❑ Do not allow employees to gather for breaks. Enforce distancing rules.
- ❑ Include disinfection of external points of contact: outside door handles, rails, and other points people may touch.
- ❑ Disinfect employee equipment, personal items such as lunch boxes, and other items brought to work by employees.
- ❑ Encourage employees to disinfect their home each day.
- ❑ PPE use recommendations – scaled by risk and OSHA requirements. Use results of Hazard Assessment.
- ❑ Limit number of customers based on social distancing for facility size.

Facility Re-Start / Return to Normal Operations

- ❑ Consider restart safety audits (normal operational safety) and separate audit for COVID-19 risk (available through the NDSC).
- ❑ Integration of social distancing elements/plan
- ❑ Employee re-orientation (consider "new" employee style reorientation on expected practices for all employees)
- ❑ Returning employee integration with staff who have been working
- ❑ Safety process changes/updates (opportunity to go beyond compliance)
- ❑ Visitor/supplier/delivery protocols
- ❑ Re-shutdown protocols due to infection resurgence
- ❑ Post COVID-19 requirements, limits on occupants and other key safety information on all entrances.

Employment/HR

- ❑ Clarify/review individual's employment status as needed based on status during COVID-19 emergency period. (working, working in extended or hazard status, working from home, not working, change in hours, change in pay)
- ❑ Review protocols for infection detection/reporting/associated actions (normalize to "regular" work environment).
- ❑ Review workers compensation/retirement implications during COVID-19 shut down and beyond.
- ❑ Assess leave/PTO interface both during and following shut down period.
- ❑ Review work-from-home policies to potentially accommodate unique situations due to COVID-19.
- ❑ Consider training for potential high risk terminations for all HR and supervisors (available through the NDSC).

Emotional/Mental Health Support

- ❑ End-of-shutdown support system (preparing employees for return to work, return to school, leaving the relative safety of quarantine)
- ❑ Return to work support – re-establishing schedules, dealing with backlog stress, daycare and after school care changes, aging family member care changes, etc.
- ❑ Financial counseling/support – shut down-related financial stress management, employee financial support
- ❑ Substance use counseling/support
- ❑ Fatigue and mental health support
- ❑ Interruption of routine medical services support (medicines, specialists, routine care)

Leadership

- ❑ Top leadership presence and ongoing communication supporting all of the above
- ❑ Training for supervisors to manage employees under severe stress

Checklist **TYPE 4**

Employers that support large gatherings of people.
Examples: schools, churches, care homes, entertainment venues, restaurants, most office locations

Physical/Biological

Pre-return disinfection and re-infection prevention

- ❑ Complete the NDDOH Workplace Assessment Tool. Contact NDSC for on-site consulting if appropriate.
- ❑ Disinfect facility; clean based on number of occupants.
- ❑ Disinfect fleet and/or company vehicles before each use.
- ❑ Limit number of employees in company vehicles. One person per row of seating.
- ❑ All tools used by employees should be cleaned BEFORE each use.
- ❑ For human interactions, maintain distancing for all conversations. Try to communicate via video meeting, text or email whenever possible.
- ❑ Train staff to manage occupants and distancing.
- ❑ Encourage employees to not use breakrooms. Encourage or mandate breaks to be held in their own spaces if possible.
- ❑ Include disinfection of external points of contact: outside door handles, rails, and other points people may touch.
- ❑ Encourage employees to disinfect their home each day.
- ❑ Limit number of occupants based on social distancing for facility size.
- ❑ Schools should train students on all new rules as well as best practices for their own homes.

Facility Re-Start / Return to Normal Operations

- ❑ Consider restart safety audits (normal operational safety) and separate audit for COVID-19 risk (available through the NDSC).
- ❑ Integration of social distancing elements/plan
- ❑ Plan for training of non-routine employees such as substitutes, contractors and part-time employees.
- ❑ Employee re-orientation (consider "new" employee style reorientation on expected practices for all employees)
- ❑ Returning employee integration with staff who have been working
- ❑ Visitor/supplier/delivery protocols
- ❑ Re-shutdown protocols due to infection resurgence
- ❑ Post COVID-19 requirements, limits on occupants and other key safety information on all entrances.

Employment/HR

- ❑ Clarify/review individual's employment status as needed based on status during COVID-19 emergency period (working, working in extended or hazard status, working from home, not working, change in hours, change in pay)
- ❑ Review protocols for infection detection/reporting/associated actions (normalize to "regular" work environment)
- ❑ Review workers compensation/retirement implications during COVID-19 shut down and beyond.
- ❑ Assess leave/PTO interface both during and following the shut down period.
- ❑ Review work-from-home policies to potentially accommodate unique situations due to COVID-19.

Emotional/Mental Health Support

- ❑ End-of-shutdown support system (preparing employees for return to work, return to school, leaving the relative safety of quarantine)
- ❑ Return to work support – re-establishing schedules, dealing with backlog stress, daycare and after school care changes, aging family member care changes, etc.
- ❑ Financial counseling/support – shut down-related financial stress management, employee financial support
- ❑ Substance use counseling/support
- ❑ Fatigue and mental health support
- ❑ Interruption of routine medical services support (medicines, specialists, routine care)

Leadership

- ❑ Top leadership presence and ongoing communication supporting all of the above
- ❑ Training for supervisors to manage employees under severe stress