

Reference: Operations Start-up Checklist post COVID-19

(People, materials & process start-up guide)

COMPANY NAME:	
LOCATION:	
EH&S Lead	
HR Lead	
Operations Lead	
Maintenance Lead	
IT Lead	

STEPS TAKEN TO MINIMIZE RISK OF TRANSMISSION		RESPONSIBLE
<input type="checkbox"/>	Establish clear & separate mechanisms for pandemic exposure communication in the facility. Consider a separate board, flat screen or communication area that highlights any exposure in the facility and how the location will or did react. Do not share personal information about the employee. Do provide general awareness of the event. From the employees' point of view, the communication should be easy to understand and clear on how to respond	EH&S
<input type="checkbox"/>	Issue and post the Occupational Safety and Health Administration (OSHA) published "Guidance on Preparing Workplaces for COVID-19"	EH&S
<input type="checkbox"/>	Post flyers & send e-mails on what steps can be taken by employees to minimize risk of transmission	EH&S
<input type="checkbox"/>	Review COVID-19 coronavirus emergency policy vs. HIPAA privacy rules for communication and posting purposes	EH&S
<input type="checkbox"/>	Review policy on employee's request to wear a medical mask or respirator; see OSHA respiratory protection standard, 29 C.F.R. 1910.134 and 29 C.F.R. 1910.134(c)(2))	EH&S
<input type="checkbox"/>	Review any Accounts Payable and Accounts Receivable open issues	Finance
<input type="checkbox"/>	Account for any training requirements for any new staff members	HR
<input type="checkbox"/>	Create a company COVID-19 Preparedness Plan and distribute	HR
<input type="checkbox"/>	Develop and agree upon a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise)	HR
<input type="checkbox"/>	Establish a mechanism on how local and state government pandemic compliance is being handled; how is the direction being captured from local and state governments and how/who translates those laws or executive orders into the organization?	HR
<input type="checkbox"/>	Evaluate your staff's work from home (remote) capacities and policies. Use teleconference or use other remote work tools instead of meeting in person	HR
<input type="checkbox"/>	Issue and post a "Stay home when you are sick" policy	HR
<input type="checkbox"/>	Review policy for action(s) taken if an EE has a suspected but unconfirmed case of COVID-19	HR

<input type="checkbox"/>	Review policy for action(s) taken if an employee has been exposed to the virus but only found out after they had interacted with clients and customers	HR
<input type="checkbox"/>	Review policy if an employee alleges they contracted the coronavirus while at work which may result in a compensable workers' compensation claim	HR
<input type="checkbox"/>	Review policy of how to react if an employee refuses to come to work because of fear of infection; see Section 13(a) of the Occupational Safety and Health Act (OSH Act) and Section 7 of the National Labor Relations Act (NLRA)	HR
<input type="checkbox"/>	Review policy on employee travel for work related activities	HR
<input type="checkbox"/>	Review policy on employee travel to a non-restricted area on their personal time	HR
<input type="checkbox"/>	Review temporary remote work policy	HR
<input type="checkbox"/>	Train all Supervisors on the importance of proper reactions to situations in the workplace potentially related to COVID-19 in the workforce	HR
<input type="checkbox"/>	Review infrastructure in place for a temporary remote "work from home" plan	IT
<input type="checkbox"/>	Ensure that employees have ample facilities to wash their hands, including tepid water and soap, and that third-party cleaning/custodial schedules are accelerated	Maintenance
<input type="checkbox"/>	Consider staggering employee starting and departing times, along with lunch and break periods, to minimize overcrowding in common areas such as elevators, break rooms, etc.	Operations
<input type="checkbox"/>	Establish any new roles and responsibilities for wiping, sanitizing, cleaning of plant & equipment	Operations
<input type="checkbox"/>	Have a single point of contact for your employees at the plant, on every shift, for all concerns that arise relating to health and safety	Operations
<input type="checkbox"/>	Consider posting the number of people allowed in a room or area in common areas such as meeting rooms, production areas, office space, warehouses, elevators, break rooms, etc.	Operations & HR
<input type="checkbox"/>	Review most recent agreement with union representatives before making any change to a labor contract; see U.S. Dept. of Labor Worker Adjustment and Retraining Notification (WARN) Act	Operations & Legal

Helpful Resources:

World Health Organization

<https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?ua=1>

Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

Deloitte

<https://www2.deloitte.com/us/en/insights/economy/covid-19/guide-to-organizational-recovery-for-senior-executives-heart-of-resilient-leadership.html>

U.S. Dept. of Labor

<https://www.dol.gov/>

Reference: Facility Reactivation Checklist post COVID-19

(Building & infrastructure start-up guide)

COMPANY NAME:	
FACILITY NAME & LOCATION:	
EH&S Lead	
HR Lead	
Operations Lead	
Maintenance Lead	
IT Lead	

STEPS TAKEN TO REACTIVATE A FACILITY		RESPONSIBLE
<input type="checkbox"/>	Conduct chemical sweep/inventory. Include tanks, drums, flammable cabinets, etc. Dispose, transfer or store site chemicals	EH&S
<input type="checkbox"/>	Confirm site continues "in use" of all permits, licenses, registrations per use/volume plans are up to date and registered with local agencies	EH&S
<input type="checkbox"/>	Coordinate notifications to local agencies (police, fire, utilities, etc.) of start-up	EH&S
<input type="checkbox"/>	Identify any start-up reporting and inspection of required fire protection system, tanks, electrical or mechanical equipment, extinguishers, HVAC, back flow preventers, IT/servers/hardware, etc. Define resources and costs to comply	EH&S
<input type="checkbox"/>	Implement broom-sweep and disinfection plan. Clean/repair site interiors and exteriors; janitorial cleaning of office space, bathrooms, machinery, forklifts, etc. Dispose in municipal wastes	EH&S
<input type="checkbox"/>	Review any tanks that were emptied. Accumulate and document tank closure information; re-submit documentation to regulatory agency	EH&S
<input type="checkbox"/>	Review hazardous waste sites that were disposed or stored	EH&S
<input type="checkbox"/>	Consider keeping Maintenance staff on 24/7 duties and identify any new staffing required as a result of updated COVID-19 procedures	HR
<input type="checkbox"/>	Clean and unplug site sumps, pits, trenches, oil/water separators	Maintenance
<input type="checkbox"/>	Have COVID-19 prevention supplies available for staff and others who come to your facility (e.g., soap, water, hand sanitizer that contains at least 60% alcohol, tissues, no-touch trash cans). Keep a few disposable cloth face coverings in stock for those who need them. Identify responsibility for maintaining appropriate inventory levels	Maintenance
<input type="checkbox"/>	Confirm all managed inventory (Real, WIP and/or FG) has been properly addressed and accounted	Operations
<input type="checkbox"/>	Notify Corporate insurance and taxes (Real & Personal) of start-up (if applicable)	Operations