SMARTWAY 2
WORKPLACE SCHEDULING

COVID-19 Checklist

Questions to consider when planning a safe return to work

Are our people prepared?

☐ Has a cross-functional team been assembled (HR, Facilities, IT, Ops)?

☐ Have we prepared a protocol and single point of contact to respond to reports of infection or possible exposure?

☐ Have people been cross-trained to perform essential functions so we can operate if key employees are absent?

☐ Do we have a plan in place for notifying employees if someone falls ill or if infection is suspected, including privacy protection for individuals?

Do we have a plan for how business will operate if there is an increase in absenteeism or interrupted supply chains?

☐ Which business functions are essential?

☐ Which jobs and roles are essential?

☐ Which elements of the supply chain are critical?

☐ Which alternative suppliers could be engaged?

☐ Which customers are top priority?

☐ Which operations could be suspended?

Do we have an employe communications plan in place?

☐ Have we planned how to handle fear, anxiety, rumors or misinformation?

☐ Have we shared our response plan with our employees?

☐ Have we made it clear what HR policies, flexibility, pay and benefits are available to employees?

☐ Do we have a hub of information online that employees can access and a point of contact should they have questions?

☐ Have we distributed clear information on prevention, such as disposing of tissues, hand washing, use of alcohol sanitizer and wipes, social distancing and PPE?

- ☐ Have we clearly communicated that people should stay at home if they are unwell and how long for?
- ☐ Have we hung signage and posters to clarify policy and good practice?
- ☐ Have we communicated our policy on travel, including the avoidance of non-essential travel?

What else should we consider when planning when to re-open?

- ☐ What do our local government guidelines say?
- ☐ Are there other legal requirements to consider?
- ☐ When will childcare services be re-opening in our region?
- ☐ Do we know when people want to come back?

How should we stagger a return to work?

- ☐ Which individuals are essential workers?
- ☐ Who needs to be in the office because they can't be productive at home?
- ☐ What is the capacity of our office, adjusted for social distancing?
- ☐ Do we know who wants to come back and when?

What tools to we need to protect our people?

- ☐ Personal protective equipment
- ☐ Hand sanitizer and anti-bacterial wipes
- ☐ Personal storage
- ☐ Desk booking
- ☐ Room booking
- ☐ Contact tracing

What are the top strategies you will need to implement?

- ☐ Social distancing in the office (desks)
- ☐ Reduced capacity in meeting rooms
- ☐ Bookable overspill areas for shared spaces at full capacity
- ☐ Contact tracing audit trail
- ☐ Touchless resource booking
- ☐ Workforce staggering