



# TEAM Tioga COVID-19 Business and Workplace ReOpening Guide

## REOPENING TASK LIST

\*Please note, this document is intended to be used for guidance only and is not an official New York State document.



### Building Preparation Plan

- Clean and sanitize all workspace areas, including offices, conference rooms, break rooms, food services areas, restroom, and common areas prior to opening.
- Ensure appliances and equipment are in working order.
- Stock PPE such as face masks, disposable gloves and gowns, hand sanitizers and cleansers such as disposable disinfectant wipes, as well as any others specific to your business.
- Ensure all inspections, remediations, repairs, and communications are complete before reopening.
- Ensure compliance with owner or landlord requirements and policies.
- Engage supply vendors in back to work plan.
- Prepare updated cleaning scope and plan.



### Workforce Return to Work Plan

- Develop a detailed return to work plan for all employees that includes when and where, as well how - social distancing requirements, DIY cleaning protocols and respiratory etiquette.
- Provide virtual return to work training to all employees on social distancing practices, DIY cleaning protocols and respiratory etiquette.
- Post reminders of proper social distancing and cleaning protocols.
- Mitigate anxiety of returning to work with change management and communications.
- Consider placement and treatment of employees at higher risk with underlying health conditions while protecting their confidentiality.
- Determine which employees will be required to obtain COVID 19 testing and receive results before returning to work.



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### Controlled Access Plan

- Control access points including for deliveries and post building access rules.
- Reconfigure entrance and gathering areas to comply with social distancing practices.
- Clearly designate and communicate building protocols and foot traffic flow using signage and floor markings.
- Install acrylic dividers or plexiglass shields as needed to protect frontline workers.
- Limit the number of visitors entering the building at any given time and post the maximum number allowed inside and /or implement curbside pick up.
- Provide sanitizer, cleansing wipes, and PPE in appropriate locations.
- Disable touch screens and entries.



### Social Distancing Plan

- Determine which employees can return to the workplace and which employees can continue working from home.
- Consider phasing employees return to work. staggering employee shifts, or establish flexible working policies.
- If possible, redesign offices and other spaces to comply with 6-foot social distancing practice.
- Add panels in between close desks.
- Reduce occupancy capacity of spaces.
- Prohibit shared use of small rooms.
- Limit in-person meetings.



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### Continuous Cleaning Protocol

- Monitor and review enhanced cleaning protocols especially in high foot traffic and high touch areas; require employees to clean their workspace with disinfectant at the end of each shift.
- Supply disposable disinfecting wipes and hand sanitizer for each desk or workspace and other areas, particularly those that are shared, such as restrooms.
- Remove or vigorously sanitize frequently touched shared office items such as chairs, white board markers, shared phones and remotes, especially at the end of each work day.
- Consider switching out frequently touched fixtures such as door and drawer handles, and light and power switches to low- or no-touch.
- Designate a specific room to isolate any person identifying themselves with symptoms.
- Establish and enforce stringent cleaning protocols for shared spaces.
- Designate storage areas for personal items.



### Communications Plan

- Communicate with employees clearly and transparently.
- Establish two-way communication.
- Ensure leadership alignment on re-entry.
- Clearly set employee expectations regarding various new or updated policies such as:
  - Return to work and work from home policies.
  - Guest and visitor policies.
  - Employee travel policy.
  - HR sick leave and caregiver leave policy.



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### COVID-19 In The Workplace

- Employees that begin to show symptoms while at work should immediately go home to self-isolate and contact their health care provider as well as the Tioga County Public Health Department to seek testing and monitoring.
- If a confirmed case of COVID-19 is found in any workplace, the business shall shut down for deep cleansing.
- The Tioga County Public Health Department will conduct an investigation including tracing and identifying employees who had close contact who will be placed in quarantine at home for 14 days before returning to work.
- The Tioga County Public Health Department will work with the COVID-19 recovered employee to determine when they can return to work.
- The Tioga County Public Health Department will work with employers to determine if essential employees who have been exposed to a confirmed or suspected COVID-19 case can be permitted to work in the required workplace setting if certain conditions are met.
- The Tioga County Public Health Department will work with employers to determine if essential employees with confirmed or suspected COVID-19 **may** be permitted to work in the required workplace setting if certain conditions are met.



### Procedure

- Develop** a Re-opening Plan for your business encompassing appropriate tasks included in this checklist for all the sections above. You can use the TEAM Tioga Business Re-Opening Plan Form template at <https://covid19/tiogacountyny.com> to make this an easier task.
- Once approved, **post** your Business Re-Opening Plan digitally on your business website and physically in a conspicuous place at your business.