

# BACK 2 BUSINESS CHECKLIST

## HUMAN CAPITAL: Worksheet #3

### Protocol for COVID-19 in the Workplace

Experts advise that COVID-19 will need to be addressed for the foreseeable future, as the virus is not expected to suddenly or quickly disappear.

#### Policies and Procedures to Consider Include:

##### Information disclosure

- What specific information is an impacted team member required to disclose?
- To whom should the required disclosures be made?
- With whom will the information be shared?
- Is there any requirement to notify any government agencies, public authorities or third parties?
- If possible, consider implementing a workforce tracing protocol to identify and inform individuals who have been in close contact with the affected team member and ensure other protocols comply with privacy and disability discrimination laws.
- Plan ahead for the need to contract trace by limiting the scope of employee contact through scheduling and narrowing workspaces. Those could include:
  - Establishing regular shift teams that work a set schedule of hours, and ensuring these groups avoid contact.
  - Establishing delivery teams that consistently work together, limiting changes among teams to limit contact with other team members.
  - Establishing protocols that limit unnecessary contact between business teams (e.g., warehouse team members don't enter the store area unless necessary, sales team members avoid entering the warehouse or delivery areas when possible, etc.).

##### Testing/screening measures

- Give consideration to area-specific, legally permissible screening processes and protocols, which may include:
  - Health questionnaires (see template)
  - Self-certifications (see template)
  - Temperature screenings (using EEOC- and DOL-approved methodology)

For more information, see the Health Policy section.

