



Return To Work
Safety Checklist

COURTESY OF AVITUS GROUP

You've worked too hard to take unnecessary risks

In the office or in the field, accidents happen. So, being prepared for the inevitable workplace accident not only makes sense operationally, but also financially. Our Safety Management Team is trained to assess the potential risks in your workplace according to industry standards and deliver a detailed report to guide your customized plan for improving safety and reducing risks - for your staff and your business.

Safer Workplace. Safer Business.

Let's Get Started

(866) 814-4530

avitusgroup.com/safety-management/



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Use this as a guide to prepare your workplace and employees for coming back to the workplace. Please feel free to reach out to schedule a safety consultation with us for further information or guidance.

Employer Considerations Prior to Opening

- [COVID-19 Awareness](#)
- Knowledge of authority requirements for phase re-opening:
 - [Guidance for Businesses and Employers](#)
 - [State Health Department Websites](#)
 - [Local Health Department Directory](#)
 - [OSHA updated requirements](#)
- Modify operations and staffing levels in accordance with government regulations in your local and state areas.
- Review or implement work from home policy.
 - Evaluate the needed technology in order to achieve a successful home policy
- [Develop COVID-19 Action Plan](#)
- Classify employees based on [exposure risks](#) and select controls based on classification using:
 - [Safe Work Practices](#)
 - [Proper selection of personal protective](#)
- Communicate with all employees the company's safety precautions, procedures, and prevention plan.

Employer Worksite Responsibilities

- Communicate and document COVID-19 Prevention Plan to Staff prior to beginning work
 - Communicate the business preventive safety measures
 - [Discuss CDC hand washing guidelines](#)
 - Provide a means of washing hands
 - Provide Soap, and hand sanitizer
 - [Review use of masks with employees](#)
 - Ensure Employees understand social distancing guidelines
 - [Cleaning and Disinfection recommendations](#)
 - Maintain Safety Data Sheets (SDS) of all disinfectants used
 - Clean and disinfect frequently used tools and equipment on a regular basis
 - Clean shared spaces at least twice per day
 - Disinfect shared surfaces
 - Avoid sharing tools
 - Bathroom cleaned and disinfected daily
 - [Communicate the symptoms of COVID-19 and remind employees not to come in to work if they are feeling sick](#)
 - Review who to contact, if they are feeling sick
- Visitors will be pre-screened to ensure they are not exhibiting symptoms
- Contractors, and visitors will be asked to leave the worksite if they are showing symptoms
- Ensure there are no more than 10 employees at any time in an enclosed area (check with updated local and state regulations).

Employee Responsibilities

- Review company's COVID-19 action plan, and follow all elements of the plan
- If you feel sick or showing symptoms do not come in to work
 - Communicate this with your direct supervisor
- Disinfect areas that you or customers frequent
- Wash hands with soap and water periodically throughout the day, for at least 20 seconds
 - Do not touch personal items or your face without washing your hands first
- If water and soap is not available, use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your face, eyes, food, etc. with unwashed hands
- If you see a coworker, or another contractor not following guidelines please communicate that with your direct supervisor
- If you feel uncomfortable at a jobsite, please communicate this with your direct supervisor

Sources: [CDC.gov](https://www.cdc.gov) | [OSHA.gov](https://www.osha.gov) | [NACCHO.org](https://www.naccho.org)



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