RISK CONTROL CONSULTING

Business Reopening Plan (BRP): Staffing & Training

This Business Reopening Plan Checklist is designed to assist in consideration to help preventing spread of COVID-19 and increase the probability of a successful reopening. All businesses should consider how best to decrease the spread of infection and lower the impact in their workplace.

To assist with your reopening planning, the following checklist has been assembled to provide general items to consider. We anticipate that some businesses will have unique operations not addressed in this document. This list is not exhaustive and does not replace local, state or federal requirements or guidance. The objective of the checklist is to help provide thought-provoking items to consider as part of your reopening plan with a focus on:

1. Reducing transmission among employees, guests, and vendors
2. Maintaining a healthy work environment

Disclaimer: This document is intended as a guidance document and is not considered exhaustive or designed to cover all potential local, state or federal requirements. All users retain the responsibility to review local, state, and federal requirements and apply and augment this information appropriately. Alliant Insurance Services does not accept responsibility for the application of information contained within.

Business Reopening Plan (BRP) Checklist: Staffing & Training

	Questions/Considerations	Yes	No	N/A	Action and/or Comments	By Whom	By When
Staffing Requirements:							
1.	Has management communicated to all employees a "high-risk employee strategy and protocol" for individuals who have identified themselves as being in a high risk group due to age, family members in household, illness and/or disease?	☐	☐	☐			
2.	Have staffing needs been determined for the next 2-8 weeks, for phased in work schedules?	☐	☐	☐			
4.	Staffing needs: Are there jobs that need to be filled? *Use Staffing Needs to Re-open Worksheet (page 5)*	☐	☐	☐			
5.	Is there a plan to monitor and respond to absenteeism in the workplace?	☐	☐	☐			
Business Location Staffing Controls:							
1.	Is your business location/workstations compatible with social distancing strategies *(i.e., workstation separation, Plexiglas separators, disperse people to reduce concentration, etc.)*?	☐	☐	☐			
2.	Is there non-used building space to re-occupying to provide more physical distance between employees?	☐	☐	☐			
3.	Can you limit the number of employees in a common area at any given time or consider closing non-essential common areas?	☐	☐	☐			
4.	Is there a process/policy for permitting essential vendors/third party consultants onsite?	☐	☐	☐			
5.	Has a process and communication been established to self-triage staff on a daily basis by supervisors prior to returning to work? *This may include asking if temperature was within normal range, how employee is feeling, confirming no one in household has contracted COVID-19*	☐	☐	☐			
6.	Is there a training/debriefing process for supervisors to review with employees regarding updates/changes in policies? *Consider: Use of PPE, social distancing, breakrooms, hand washing*	☐	☐	☐			

	Questions/Considerations	Yes	No	N/A	Action and/or Comments	By Whom	By When
7.	**Will you assign each employee with personal biosafety kits with use instructions?** Kits should address four areas: respiratory defense, hand hygiene, surface disinfection and early disease symptomatic detection)	☐	☐	☐			
8.	**Have you created and communicated a policy for employees to follow in the event that they have tested positive for CoVid-19. The policy should include procedures for notifying employees that may have been exposed in the workplace. Communication must maintain anonymity and comply with HIPPA. Public Health Recommendations for Community-Related Exposure.**	☐	☐	☐			
9.	**Employees who are well but who have a sick family member at home with infection should notify their supervisor and follow CDC recommended precautions.**	☐	☐	☐			
Travel:							
1.	**Have you developed and communicated your an interim travel policy for both domestic and international travel if appropriate?** *Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each state to which your employees may be traveling. Permit at-risk employees to postpone travel for a period of time.*	☐	☐	☐			
Employee Training:							
1.	**Are employees trained on recently adopted policies pertaining to the pandemic?**	☐	☐	☐			
2.	**Are employees trained on proper donning/doffing of PPE?**	☐	☐	☐			
3.	**Have you considered implementing an on-going seasonal illness campaign to optimize wellness in the workplace and reduce the impact that future illness may have on the organization's ability to conduct business?** *(i.e., posting handwashing tips on bathroom doors and common areas, cough etiquette, etc.)* **to motivate your employees to reduce transmission?**	☐	☐	☐			
4.	**Do employees or groups of employees need to be trained due to a lapse in training schedules and/or any new or revised training courses that require attention?**	☐	☐	☐			

Resources

Centers for Disease Control and Prevention – Communication Resources

Occupational Safety and Health Administration – Control and Prevention (including worker training)

Staffing Needs to Reopen Worksheet

Job Title/Description	Current Employee	Returning Employee	New Employee	# of hours	Salary/Hourly Wage	Confirmed