What steps can I take to keep workers and others safe at the workplace.
Use this checklist to help you prepare to reopen and adhere to day-to-day best practices.

GENERAL HEALTH

☐ Face coverings for employees to wear when in the presence of others
☐ Adequate supply of soap, disinfectant, hand sanitizer, and paper towels
☐ Practice and reinforce hand washing and/or sanitizer regularly among employees (and customers, if applicable)

PHYSICAL WORKSPACE

☐ Display signage with social distancing and other guidelines at points of entry, queue points, etc.
☐ Hand sanitizer at entrances, elevators, common areas, etc., if required
☐ Reconfigure workspaces and activities to allow for social distancing between employees/customers
☐ Designated supervised area for any participant who exhibits COVID-19 symptoms
☐ Close ancillary accommodations, if applicable (e.g. water fountains, clubhouses, waiting rooms)

HR & TRAVEL POLICIES

☐ Develop and conduct mandatory health and safety training for all employees returning to work
### HEALTH MONITORING
- ☐ Develop a daily health and wellness plan that includes temperature verification and symptom screening
- ☐ Update policies and directives for employees that don’t feel well or begin to exhibit COVID-19 symptoms
- ☐ Develop protocols for if an employee has been in close contact with someone that has tested positive for COVID-19

### DISINFECTING/CLEANING PROCEDURES
- ☐ Plan developed for weekly cleaning and disinfecting of premises in compliance with CDC protocols
- ☐ Plan developed for sanitizing common areas (e.g., restrooms, cafeterias) and surfaces in high-traffic areas (e.g., entry/exit doorknobs, stair railings, copiers, microwaves) at least every 2 hours
- ☐ Plan developed for cleaning areas, equipment, workstations, etc.
- ☐ Place sanitizing supplies, hand sanitizer and/or hand-washing stations in necessary areas

### STAFFING & ATTENDANCE
- ☐ Plan developed for managing maximum occupancy and group size requirements
- ☐ Plan developed for limiting occupancy of common areas/break rooms to allow for social distancing
- ☐ Employee designated to monitor social distancing, if required
- ☐ Communication to employees around minimizing the number of in-person meetings, reducing material sharing, etc.
- ☐ Consider staggering shift start/end, lunch, and break times to minimize congregation of employees during changeovers and breaks

### EXTERNAL INTERACTIONS
- ☐ Procedure in place for asking if external suppliers or visitors are exhibiting COVID-19 symptoms
- ☐ Process for logging all external vendors who enter premises, if required

### CUSTOMER BEHAVIORS
- ☐ Procedure in place for asking if customer is currently exhibiting COVID-19 symptoms before allowing entrance, if necessary
- ☐ Plan developed for phone or online reservations, if required
- ☐ Communication provided to customers/visitors with social distancing and other guidelines

If you have questions or need additional support: 
Please call our hotline at 1-800-252-2923 or e-mail us at ceo.support@illinois.gov