



## Agency Worksite Coordinator Checklist

[www.oshr.nc.gov/safe-return](http://www.oshr.nc.gov/safe-return)

- Know plan (insert link) to ensure ongoing posting of appropriate COVID-19 public health and personal hygiene signage in work area including Know Your Ws (Wear, Wait, Wash), cloth face covering guidelines, cleaning, six feet social distance reminders, etc.
- Know plan (insert link) for considering need and feasibility of worksite alterations related to COVID-19 safety, i.e. physical barrier, plexiglass/space reconfiguration, etc., to accommodate six feet social distancing.
- Know plan (insert link) (if any) for employee self-monitoring/employer health assessment for COVID-19 symptoms including process if employee refuses to participate.
- Know plan (insert link) for distribution of agency provided cloth face coverings and other personal COVID-19 safety items, COVID-19 safety information, human resources contact for COVID-19 questions, and NC EAP contact information.
- Know plan (insert link) for employees to complete required COVID-19 worksite safety training.
- Know plan (insert link) to ensure employees have ongoing access to hand sanitizer (with at least 60 percent alcohol), disinfectant spray or wipes, or other cleaning products for use in high-traffic locations, entry areas, common areas, shared spaces/equipment, etc.
- Know (insert link) human resources staff contact to refer employees to for response to COVID-19 safety concerns including other employee's failure to follow COVID-19 safety guidelines, i.e., refusal to wear cloth face covering, maintain six feet distance, etc.
- Know (insert link) human resources staff contact to refer employees to for response to COVID-19 related requests for ADA or Title VII accommodations, i.e., "high risk," ongoing teleworking, alternate workspace request, etc.
- Know human (insert link) resources staff contact to refer employees to for response to COVID-19 related time and leave questions.
- Know (insert link) human resources staff contact to refer employees to who request to file a COVID-19 related workers' compensation claim.

- Know plan (insert link) for response to COVID-19 positive employee at worksite including removing employee from worksite, cleaning protocols, reporting to state/local public health, and establishing return date.
  
- Know plan (insert link) for response to COVID-19 symptomatic employee at worksite including removing employee from worksite, cleaning, reporting to state/local public health, and establishing return date.
  
- Know (insert link) agency-wide contingency plan for return to teleworking.