OSHR GUIDANCE: STATE AGENCY COVID-19

Agency Head/Chief Deputy Checklist

www.oshr.nc.gov/safe-return

☐ Establish COVID-19 Coordinator(s) for agency worksite(s).

☐ Ensure employees receive advance communication regarding scheduled date of worksite return.

☐ Consider need and feasibility of implementing staggered work schedules based on current operational needs.

☐ Consider need and feasibility of physical worksite alterations; i.e., physical barrier/plexiglass/space reconfiguration, etc. to accommodate six feet social distancing.

☐ Consider need and feasibility to implement six feet social distancing or face covering requirements in the following areas:
  - High traffic or public/consumer-facing areas
  - Employee or public entrance/lobby/reception areas
  - Breakrooms/kitchens (if open for use)
  - Vending areas
  - Conference rooms/classrooms/mailroom
  - In-person meetings
  - Shared equipment areas, i.e. copier, fax, scanner
  - Individual workspaces
  - Common workspaces
  - Elevators
  - Lactation areas
  - In-person meetings
  - When traveling in vehicles

☐ Ensure posting of COVID-19 public health and personal hygiene signage throughout worksite, including Know Your Ws (Wear, Wait, Wash), cloth face covering guidelines, cleaning, six feet social distance reminders, etc.

☐ Establish a plan (if any) for employee self-monitoring/employer health assessment for COVID-19 symptoms including process if employee refuses to participate.

☐ Establish process for supervisors to ensure that employees returning to worksite receive 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.

☐ Establish process to ensure employees complete required COVID-19 worksite safety training.

☐ Establish ongoing process to coordinate with DOA regarding purchase of cloth face coverings, disposable face coverings, hand sanitizer, sanitizing wipes, disinfectant spray, and other necessary COVID-19 safety items.

☐ Establish process including human resources staff assignment for response to employee's 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.

☐ Establish process including human resources staff assignment for response, consideration, and tracking of employee's COVID-19 related requests for ADA or Title VII accommodations; i.e., “high risk,” ongoing teleworking, alternate workspace request, etc.

☐ Establish process including human resources staff assignment for response to employee's COVID-19 related time and leave questions.

☐ Establish process including human resources staff assignment for response to employee filing of COVID-19 related workers’ compensation claims.

☐ Establish process including human resources staff response for COVID-19 positive employee at worksite including removing employee from worksite, appropriate worksite notification, cleaning protocols, reporting to state/local public health, and establishing return date.

☐ Establish process including human resources staff response for COVID-19 symptomatic employee at worksite including removing employee from worksite, cleaning, reporting to state/local public health, and establishing return date.

☐ Establish agency-wide contingency plan for worksite re-exit and conversion back to widescale teleworking.

June 3, 2020