Middle Managers Checklist

Know identity and contact information for worksite COVID-19 Coordinator(s).

Communicate to employees in advance the scheduled date of worksite return.

Implement staggered work schedules, as directed.

Consult with management and proceed as directed regarding need for physical worksite alterations; i.e., physical barrier/plexiglass/space reconfiguration, etc. to accommodate six feet social distancing.

Implement six feet social distancing or face covering requirements in the following areas, as directed:

- 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 areas
- Elevators
- Lactation rooms
- In-person meetings
- When traveling in vehicles

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

When employees return to worksite, utilize process to distribute and verify individual employee receipt 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.

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

Utilize process to ensure employees have ongoing access to hand sanitizer, disinfectant spray or wipes, or other cleaning products for use in high-traffic locations, entry areas, common areas, shared spaces/equipment, etc.

Know 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 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 resources staff contact to refer employees to for response to COVID-19 related time and leave questions.

Know human resources staff contact to refer employees to who request to file a COVID-19 related workers’ compensation claim.

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