

## WEBINAR WORKSHEET

# Getting Back to Business

*After the Stay-at-Home Orders are Lifted*

### BACK TO BUSINESS PLAN - PREPLANNING

<b>1. Form A Recovery Team</b>	<b>Notes &amp; Reminders</b>
<ul style="list-style-type: none"> <li>• Representatives from all major departments</li> <li>• At least one member of your IDORT (Infectious Disease Outbreak Response Team)</li> <li>• Start meeting now</li> <li>• Continue to meet until business and health restrictions are no longer in place</li> <li>• Tasked with completing Items 2 through 6</li> </ul>	
<b>2. Monitor infectious disease alerts and directives</b>	<b>Notes &amp; Reminders</b>
<ul style="list-style-type: none"> <li>• Monitor continually changing directives and alerts</li> <li>• Know the directives that apply to the return of each of your operations</li> <li>• Accept there will be a new “normal”</li> </ul>	
<b>3. Identify your operational priorities</b>	<b>Notes &amp; Reminders</b>
<ul style="list-style-type: none"> <li>• What operations are most critical to your mission?</li> <li>• What operation is first to return? Second? Third?</li> <li>• Do these operations match the directives and guidelines issued by governmental authorities?</li> <li>• What risk levels apply to the returning employees?</li> <li>• Which operations are important for revenue generation?</li> </ul>	

<ul style="list-style-type: none"> <li>• What operation(s), if any, are of least importance and can be brought back last?</li> <li>• Are there any operations that will not be brought back?</li> </ul>	
<p><b>4. Identify the preparations needed</b></p>	<p><b>Notes &amp; Reminders</b></p>
<ul style="list-style-type: none"> <li>• Social distancing</li> <li>• Sanitizing common and high-use locations</li> <li>• Communications</li> <li>• Employee education</li> <li>• Engineering solutions</li> <li>• Protecting the public</li> <li>• Protecting vulnerable populations</li> <li>• Personal protective equipment</li> <li>• Personal hygiene supplies</li> <li>• IT concerns</li> </ul>	
<p><b>5. Assess the status of your workforce</b></p>	<p><b>Notes &amp; Reminders</b></p>
<p><b>Who:</b></p> <ul style="list-style-type: none"> <li>• Is vulnerable?</li> <li>• Will put off retirement?</li> <li>• Will quit or retire?</li> <li>• Can continue to work from home?</li> </ul> <p><b>How does this affect:</b></p> <ul style="list-style-type: none"> <li>• Volunteers?</li> <li>• Contractors?</li> </ul>	
<p><b>6. Develop and implement a multi-phase plan</b></p>	<p><b>Notes &amp; Reminders</b></p>
<ul style="list-style-type: none"> <li>• Create the multi-phase plan using all the information you've gathered</li> <li>• Divide the plan into phases that will protect the health of your employees, clients, and visitors</li> <li>• Be mindful of budgetary constraints</li> <li>• Be as specific as possible</li> </ul>	

## DEVELOPING A BACK TO BUSINESS PLAN

Responsibilities	Notes & Reminders
<ul style="list-style-type: none"> <li>• Who in the organization is ultimately responsible for this effort?</li> <li>• Articulate the responsibilities for:                             <ul style="list-style-type: none"> <li>– Management</li> <li>– Supervisors</li> <li>– Employees</li> <li>– Volunteers</li> </ul> </li> </ul>	
Communications	Notes & Reminders
<ul style="list-style-type: none"> <li>• How are you going to communicate with employees                             <ul style="list-style-type: none"> <li>– Before going back to business?</li> <li>– During and after?</li> </ul> </li> <li>• How are you going to communicate with clients and visitors                             <ul style="list-style-type: none"> <li>– Before they arrive?</li> <li>– Upon arrival?</li> <li>– During their visit?</li> </ul> </li> </ul>	
Exposure Controls	Notes & Reminders
<ul style="list-style-type: none"> <li>• Identify appropriate and feasible engineering controls</li> <li>• Criteria for ill/potentially ill employees</li> <li>• Criteria for ill/potentially ill clients &amp; visitors</li> </ul> <p><b>Health Screening</b></p> <ul style="list-style-type: none"> <li>• Who gets screened and for what?</li> <li>• How and where will you screen?</li> <li>• Who does the screening?                             <ul style="list-style-type: none"> <li>– An employee</li> <li>– Self</li> <li>– Third party</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• Who passes/fails? Failure process</li> <li>• Recordkeeping</li> <li>• Administrative controls for clients/visitors</li> <li>• Travel – essential and nonessential</li> <li>• Physical distancing</li> <li>• Meetings</li> <li>• Vaccination requirements –if/when available</li> <li>• Personal hygiene</li> <li>• High touch and common space cleaning (EPA List N)</li> <li>• Personal protective equipment</li> </ul>	
<b>Training</b>	<b>Notes &amp; Reminders</b>
<ul style="list-style-type: none"> <li>• Infectious disease control training for all employees</li> <li>• Applicable OSHA standards</li> <li>• Task training for maintenance and housekeeping employees</li> </ul>	
<b>Plan Evaluation</b>	<b>Notes &amp; Reminders</b>
<ul style="list-style-type: none"> <li>• Are engineering controls adequate?</li> <li>• Continual monitoring of effectiveness of controls</li> <li>• Are employee practices being followed? Are they practical?</li> <li>• Are visitor/client policies practical and effective?</li> </ul>	
<b>Continued Recovery</b>	<b>Notes &amp; Reminders</b>
<ul style="list-style-type: none"> <li>• Monitor changes to governmental agency policies that will affect your back to business planning</li> <li>• Change/adapt your plans accordingly</li> <li>• How are changes to policies/procedures communicated?</li> </ul>	

<ul style="list-style-type: none"> <li>• Monitor the impact on budgets and operations</li> <li>• Investigations must be part of your plan</li> <li>• Investigate all COVID-19 illnesses</li> <li>• Did work factors contribute to the illness?</li> <li>• Identify close contacts of an infected employee</li> <li>• Isolate infected employees and close contacts</li> <li>• Contact your local health department to report outbreaks among employees</li> </ul>	
<p><b>Recordkeeping</b></p>	<p><b>Notes &amp; Reminders</b></p>
<ul style="list-style-type: none"> <li>• Maintain employee screening records</li> <li>• Maintain client/visitor screening records</li> <li>• Maintain records of all communication efforts</li> <li>• Maintain incident reports</li> <li>• Maintain financial records</li> <li>• Maintain all training documents and attendance records</li> <li>• Maintain engineering and maintenance records</li> <li>• Maintain records of reviews and inspections</li> </ul>	