








SAINT ALPHONSUS

Workplace Readiness Guide

The transition of furloughed and Work from Home (WFH) personnel back to a place of business will look different for every organization. Employers must ensure that they are prepared to receive their workforce – and make sure their employees are also prepared. These operational guiding principles will help employers navigate the return to the workplace.

<p>Prepare the Building</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Limit entrances to maintain dedicated screening locations <input type="checkbox"/> Engage vendors in plan for deliveries <input type="checkbox"/> Restore building infrastructure systems (HVAC, alarms), if applicable <input type="checkbox"/> Consider increase ventilation rates <input type="checkbox"/> Consider a plan to increase the percentage of outdoor air in circulation <input type="checkbox"/> Install plexiglass or other physical barriers at transaction counters <input type="checkbox"/> Consider adding panels between desks if unable to maintain 6 feet of social distance
<p>Prepare the Workforce</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Train personnel on screening protocol and publish daily schedule <input type="checkbox"/> Consider temperature screening <input type="checkbox"/> Provide access to sanitizer, wipes, and PPE, as appropriate <input type="checkbox"/> Publish protocol for symptomatic or COVID-19 positive employees <input type="checkbox"/> Provide a virtual forum or Hotline for employees to express concerns or anxieties <input type="checkbox"/> Provide clear guidance on expectations for use of face coverings, clean desk policy, etc.
<p>Create a Social Distancing Plan</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Consider phased return or alternating schedules to decrease density <input type="checkbox"/> Consider staggered arrival/departure times <input type="checkbox"/> Reconfigure lobby and gathering areas to support social distance <input type="checkbox"/> Post signage and floor markings <input type="checkbox"/> Limit attendance at in-person meetings to maintain six feet of social distance
<p>Reduce Touch Points & Increase Cleaning</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Enforce stringent cleaning schedule for all shared spaces <input type="checkbox"/> Assign staff to disinfect high touch surfaces regularly <input type="checkbox"/> Develop list of approved cleaning products <input type="checkbox"/> Disable touchscreens <input type="checkbox"/> Remove shared food/beverage items; restock with single serve items <input type="checkbox"/> Remove high-touch shared tools like whiteboard markers, remote controls
<p>Communication Plan</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure leadership alignment on return to work policies and protocols <input type="checkbox"/> Prepare and post reminders of social distancing and hand hygiene <input type="checkbox"/> Communicate a mandatory “stay-at-home” policy for symptomatic or ill employees

Have a non-emergent COVID-19 question? Call the COVID-19 Employer Hotline at (208) 302-7600.

Our calling is you.



Saint Alphonus

A Member of Trinity Health