

CHECKLIST FOR RESTARTING YOUR ORGANIZATION AFTER COVID-19 QUARANTINE

FIRST STEPS

	Elements	Date for Completion	Completed	Notes
1	Clean and sanitize facility (Contact L.A. Creative Tech for guidance on cleaning hardware)			
2	Rearrange workspace			
3	Close or repurpose breakrooms			
4	Restock restrooms soap and sanitizers			
5	Add more sanitizing stations			
6	Buy thermometers			
7	Check computers, networks			
8	Check ALL utilities			
9	Establish daily operating procedures for cleaning, number of staff in office, PPE use			
10	Completely assess and test all electronics and technology for normal functioning			
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PEOPLE CONSIDERATIONS

	Elements	Date for Completion	Completed	Notes
1	Train personnel on new equipment			
2	Train personnel on new procedures			
3	Train personnel on social distancing			
4	Designate a health program spokesperson			
5	Determine PPE need and acquire it			
6	Create your health screening plan			
7	Develop COVID-19 response plan			
8	Develop plan for special accommodations			
9	Ensure regulatory compliance			
10	Adjust budget projections			
11	Document a reopen plan			
12	Identify Industry specific best practices			
13	Procure PPE as needed and prepare proper storage facilities			
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RESUMING BUSINESS FUNCTIONS

	Elements	Date for Completion	Completed	Notes
1	Policy to continue telework when feasible			
2	Phase in return (rotate)			
3	Enforce social distancing			
4	Limit face-to-face interaction			
5	Wear appropriate PPE (masks, gloves)			
6	Provide (require) customer PPE			
7	Maintain hand sanitizer and soap			
8	Clean and sanitize on a regular schedule			
9	Check personnel temperature each day			
10	Special accommodations in place			
11	Limit travel			
12	Follow CDC guidelines			
13	Check budget projections			
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LEADERSHIP & MANAGEMENT SUPPORT

	Elements	Date for Completion	Completed	Notes
1	Reassure all staff			
2	Create Wellness and health screening programs			
3	Show Flexibility and approachability			
4	Innovation and ingenuity			
5	Schedule Workplace decompression via team lunch, picnic, other virtual activity			
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