COVID-19 Employer Checklist

☐ Create task force to address issues

☐ Policy: COVID-19 implications for workplace policies, practices, interactions

☐ Policy: Employee travel and events

☐ Workplace practices: hygiene and environmental cleaning

☐ Workplace postings: hygiene, hand washing, social distancing

☐ Emergency response plan: if COVID-19 appears in workplace

☐ Communications to customers/clients

☐ Communication plan to reach workforce

☐ Contingency plan: remote work; essential/non-essential employees

☐ Contingency plan: business slowdown/shutdown; workforce adjustments

☐ Compensation and leave issues

☐ Health care plans (testing, telemedicine, copay waivers, etc.)