

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.)