



RMS
Risk Management
Services

COVID-19 Return-to-Work Considerations

Employee Safety Precautions	Implemented
1. Provide personal protective equipment, such as masks, gloves and disinfectant wipes to clean door knobs, shared equipment, work stations, etc.	
2. Develop a schedule to clean frequently touched areas, such as door knobs, receptionist sign-in areas, shared mail carts, etc.	
3. Develop a schedule to clean shared areas, such as lobbies, stairwells, elevators and bathrooms	
4. Consider methods to minimize contact for frequently used items such as door, printer and ATM keypads	
5. Clean HVAC units and filters to ensure appropriate ventilation of buildings	
6. Prop open public doors to minimize contact when possible	
7. Provide trash receptacles to dispose of used PPE	
8. Provide handwashing stations with soap or disinfectants	
9. Consider staggered office hours and schedules to limit employee contact	
10. Determine positions and/or locations where telework may be maintained	
11. Encourage employees to stay at home if sick	
12. Limit hallway usage for directional traffic only (no impromptu meetings).	
13. Consider closing or limiting access to shared breakroom and breakroom supplies such as shared coffee pots	
14. If breakrooms are open, provide disinfectant wipes for employees to clean surfaces	
15. Sterilize sleeping quarters for fire department	
16. Sterilize shared vehicles	
17. Discourage use of shared tools	
18. Minimize number of people in individual offices with closed doors to no more than three and encourage social distancing of 6 feet when possible	
19. Implement capacities for conference and meeting rooms, and consider social distancing and limits similar	

to guidance for current retail policy of five staff members per 1,000 square feet	
20. Determine if teleconference can be used in lieu of onsite meetings	

Customer Service Precautions	Implemented
1. Consider providing a barrier, such as plexiglass or plastic, for those positions requiring walkup service	
2. Provide hand sanitizers for customer use	
3. Public waiting areas should use 6-foot marks to delineate safe social distancing areas, including signage enforcing the rule	
4. Develop schedule to clean frequently touched areas used by customers, including lobby chairs, door knobs, counters and ATM keypads	

Travel Precautions	Implemented
1. Assess the need for any in-state or out-of-state travel for employees and encourage use of social distancing and provide appropriate PPE, such as masks and hand sanitizers	
2. Determine whether carpooling should be allowed and if so, provide PPE to protect employees in enclosed vehicles	
3. If traveling out of state, consider contacting the location to find out what safeguards have been implemented to protect visitors	