

## Back to work checklist

### Employer obligations – employers need to:

- ensure a safe working environment
- instruct employees to comply with security and hygiene measures, including:
  - washing hands
  - disinfecting workspaces and devices
  - maintaining social distancing
  - wearing masks if social distancing cannot be observed
- inform and remind employees of such measures repeatedly
- remind employees to stay at home if they suspect exposure or symptoms of infection, or belong to a high-risk group.

### Return to work plan

- Which employees or functions should be returning first to the workplace?
- Which employees or functions can continue working from home?
- Is a staggered return to work suitable for my business?
- Over what period of time should the return to work plan be implemented?
- How should we define teams split between working from home and the office and their shifts?
- Will all employees be expected to return to the workplace? When?
- Who should be consulted in the business to review and validate the return to work plan?
- How should the return to work plan be communicated to employees?

### Employee health and safety

- To what risks are employees exposed when required to return to the office or workplace?
- What means of transportation should commuters use (public transport versus private means)?
- Should commuting employees be encouraged to avoid using public transport entirely, or at least during peak times? Can employees choose to start later or leave earlier?
- Can temperature checks be done before employees enter the office or workplace? If so, can such measures be put in place by the employer, and what safeguards need to be put in place in terms of access to and storage of related data?
- Can employees be requested to wear hygiene masks or gloves in the office, workplace or in certain defined areas? If so, can the employer provide such equipment?
- Can employees uphold social distancing while performing their work at the office or workplace?
- Can employees be requested to attend meetings either with other employees or with other companies? If yes, what are the restrictions and safeguards to be put in place?
- How should you respond if an employee, or their partner, flatmate or family member tests positive for Covid-19?
- How should you respond if an employee is sick or presents symptoms consistent with Covid-19?

### Office or workplace cleaning and hygiene

- What access and controls should be put in place for employees, visitors, clients and others accessing the premises?
- Can any mandatory security and hygiene measures ordered by the government be upheld in the office or workplace?
- What additional equipment and means should be put in place in order to meet any mandatory security and hygiene measures?
- Is the office or workspace adapted for such measures?
- What are the costs of such measures?
- Can such measures be put into place by the employer or should third parties be involved? If third parties are to be involved, which ones?

- What measures should be taken regarding contractors and cleaning staff accessing the office or workplace, and what should be communicated and how?
- How often should the office or workplace be cleaned?
- What should be done if a desk or workstation has been used by an employee who has tested positive for Covid-19?

#### Home office

- Can the home office be maintained? If yes, for how long and for which employees?
- Can employees continue working from home?
- Does the employee's role or function within the business enable continued work from home?
- Can the employee be required to work partially from home and in the office or at the workplace the rest of the time?
- Are employees sufficiently well equipped to continue working from home?
- Does the employee have sufficient IT and internet connectivity support?
- Does the employer have to pay costs in relation to the home office, or refund certain costs to the employee?
- Does the employee's personal situation enable him or her to continue working from home?
- What is the impact of the home office on the employee's wellbeing, including mental health?