Return to Work Employer Checklist

The Minnesota Chamber recognizes that businesses are eager to get back to work. Business operations can and should return to a sustainable level without jeopardizing employee or customer safety. As part of reopening, businesses are planning and preparing. This checklist provides critical steps for employers to implement as they ready their company to ensure the safety of their workers and customers.

Initial steps:


☐ If workers can work from home, they must be allowed to work from home.

Make sure sick workers stay home

☐ Establish worker sickness reporting protocols.

☐ Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.

☐ Clearly communicate sick leave policies to all workers.

☐ Establish health screening protocols for workers at the start of each shift, such as temperature taking or a health screening survey.

☐ Identify and isolate workers with COVID-19 symptoms and those who have been exposed, and send them home.

☐ Establish communication protocols when workers have been potentially exposed.

☐ Provide accommodations for vulnerable populations.

Social distancing

☐ Develop internal policies which require staff to telework, if feasible.

☐ Limit non-essential worker interaction across floors, buildings, campuses, worksites, etc.

☐ Review physical space plans to ensure social distancing measures between workers at workstations, production lines, etc.

☐ Review and stagger work schedules as appropriate.

☐ Procure and install visual markers on floors for six-foot distancing.

☐ Procure and install barriers or shields in worker engagement areas which don’t allow for six-foot social distancing.

☐ Evaluate traffic patterns to reduce crowding at entrances, in hallways, etc.

☐ Limit gatherings of workers.

Personal protection equipment (PPE) and facilities cleaning, sanitizing

☐ Prohibit on-site food preparation and sharing.

☐ Source and procure PPE for workers and customers (as appropriate).

☐ Provide recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, guards, shields, etc.

☐ Encourage use of source control masks, such as non-medical cloth masks.

☐ Source and procure hand sanitizer, approved cleaning supplies, disinfectants, etc.

☐ Ensure hand hygiene supplies are readily available in building.

☐ Post handwashing and “cover your cough” signs.

☐ Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and stocked.

☐ Identify vendor for cleaning, maintenance, etc.

☐ Develop cleaning schedule to ensure frequently touched surfaces are cleaned and disinfected in regular intervals.

☐ Routinely clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, machinery, tools, controls, etc.

☐ At least daily, clean all high touch items like door knobs, handles, light switches, surfaces, etc.

☐ Provide touch-free solutions through procurement of equipment (e.g. time clocks).

☐ Decontaminate the workplace if a worker becomes ill with COVID-19.

Vendor engagement

☐ Develop policies for request of health and travel assessments for vendors and/or contractors visiting the workplace.

☐ Develop communications for vendors regarding workplace guidelines and new procedures for engagement.

☐ Procure and install signage.
By implementing these best practices, businesses are still subject to the restrictions of current or future executive orders.

For more resources: www.bemidji.org/covid-19-updates