The following department level checklists have been adapted from the American Society of Employers (a nonprofit). It may be used to help you prepare your organization's COVID-19 Preparedness and Response Plan. This checklist is provided by Genesis Facility Services in San Mateo California. We are happy to help answer questions and assist in getting your office back to work.

Genesis Facility Services Management Team

GETTING BACK TO WORK CHECKLIST

The information that follows represents our current practices based on what we know about the current pandemic and these unprecedented circumstances. This is a living document and will be updated as things change. The health and safety of our customers, partners, and employees is our number one priority. If you have any questions, please contact Genesis at 2genesis.com or email us at support@2genesis.com

Disclaimer: *Regulations and guidance from the U.S. CDC are evolving rapidly. Please refer to the latest guidance from CDC to confirm current rules.* https://www.cdc.gov/coronavirus/2019-ncov/index.html

1. Workplace Safety   Owner: _____

- ☐ Evaluate which employees should return and when, and which employees should continue to work from home (e.g. at-risk individuals, non-essential at the workplace, caretakers for at-risk individuals, etc.).

- ☐ Develop, communicate, and deploy a return-to-work policy for any employee who had laboratory confirmed COVID-19.

- ☐ Make it safe for every employee to express their concerns and fears; for example, by establishing a department or resource for one-on-one employee counseling sessions for issues related to COVID-19.

- ☐ Restrict the number of employees on-premise to no more than is necessary and promote remote work to the extent possible.

- ☐ Restrict the number of employees in confined spaces, such as elevators and meeting rooms.

- ☐ Keep people at least six feet from each other to the extent possible.

- ☐ Control workplace entry points and develop access procedures to monitor for health issues and to maintain physical distancing.

- ☐ Provide approved hand sanitizer dispensers at key locations, including building entryways. • Consider special care for high-risk individuals.

- ☐ Schedule a cleaning company to disinfect all buildings and work areas.

- ☐ Clean and disinfect all surfaces (doorknobs, desks, keyboards, machines, tools, physical files, etc.).

- ☐ Institute and publish protocols for on-going cleaning and disinfecting.

- ☐ Establish new policies for food storage and eating at the workplace; with input from impacted employees.

- ☐ Consider assignment of non-overlapping work teams to prevent any potential cross-team exposure or infection.

- ☐ Develop policies and procedures for prompt identification and isolation of ill employees (fever, excessive coughing, shortness of breath, etc.).

- ☐ Institute washing of hands policies and promote with signage.

- ☐ Communicate and educate employees on the above and continually reinforce (emails, team meetings, company portal, etc.).

2. All Department Heads   Owner: _____

- ❑ How and when will your employees return to work?
- ❑ Will employees have limited or new roles/responsibilities, especially in the first weeks back?
- ❑ Provide a new hire orientation for staff added just before or during the shutdown.
- ❑ Review all communications for their appropriateness and relevance based on the current state of affairs.

3. Top Management   Owner : _____

- ❑ Update or develop contingency plans for outbreak of viral infections, storms, energy outages, and other high severity workplace risks.
- ❑ Initiate strategic planning including new SWOT analysis to adjust the business model to best fit strengths and opportunities, e.g. new markets, new products, new pricing, etc.
- ❑ Evaluate all new federal and state loan and tax laws have been applied for or executed (CARES Act, EIDL Loans, etc.).

4. Human Resources   Owner: _____

- ❑ Monitor employees and customers for COVID-19 symptoms with a strict reaction policy.
- ❑ Monitor local, state, and federal trends in COVID-19 cases diagnosis trends and have a preparedness plan for various infection points.
- ❑ Consider establishing as-needed employee counseling resources.
- ❑ Update policies and procedures to address any additions or revisions to benefits (e.g. guidelines around use of sick days, coming to work sick, work-at-home policies, use of vacation / personal time, etc.).
- ❑ Post new state and/or federal guidelines as required by law.
- ❑ Conduct new employee orientations for employees who were added during or after the pandemic.
- ❑ Update employee manual with items specific to the COVID-19 pandemic, storms, or other significant workplace impacts.
- ❑ Educate and monitor staff personnel activity for EEO, ADA, OSHA, and Wage and Hour compliance.

5. Maintenance and Facilities   Owner: _____

- ❑ Establish new protocols or reinforce existing cleaning protocols.
- ❑ Investigate how a known contaminated site will be cleaned and approved for return to work.
- ❑ Validate or reconfigure work cells to ensure adequate distancing of employees and minimal handling of parts, containers, tools, etc.
- ❑ Verify planned maintenance tasks are not past-due, and any exceptions are prioritized for completion based on production risk.

6. Operations and Logistics   Owner: _____

- ❑ Verify that operators are certified (or re-certified) to perform their assigned job.
- ❑ Consider having employees review key procedures and work instructions to ensure key steps are not forgotten or missed.
- ❑ Ensure work cells are clear of expired, unmarked, foreign, and suspect parts and supplies.
- ❑ Inspect all on-site materials and clearly label as conforming, suspect, or nonconforming (e.g.: raw materials, work-in-process (WIP) and finished goods).
- ❑ Update scheduling, warehouse, and logistics activities with material counts and status so that they can plan production accordingly.
- ❑ Segregate all suspect or non-conforming materials for disposition.
- ❑ To minimize risk, perform trial production runs and certify both key process elements and all relevant product characteristics.
- ❑ Increase supervisory and management process verifications to ensure standards and instruction are being followed (e.g., Layered Process Audits).
- ❑ Conduct safety audits for both COVID-19 and non-COVID-19 actions to remind everyone that all safety items require continual adherence and diligence.

7. Assure Quality   Owner: _____

- ❑ Develop methods to confirm workplace and product cleanliness.
- ❑ Update control plans and work instructions to include supervisory confirmation of cleaning.
- ❑ Collect health check and cases found data and present to management.
- ❑ Implement re-start product containment procedures to validate that processes are meeting all customers critical requirements.

8. Procurement and Suppliers   Owner: _____

❑ Notification of startup timeline.

❑ Notification of demand forecast and initial new orders.

❑ Ensure payments to suppliers are current or create a plan to get current.

❑ Key suppliers should re-certify that their process is in control and fully operational.

❑ If a supplier changes a process or substitutes materials/components, request and review evidence that the result does not impact your requirements or those of your customers.

9. Finance and Accounting   Owner: _____

❑ Conduct a business impact analysis to re-size financial plans to match the current reality and best assumptions.

❑ Model alternative financial scenarios for the next 12 months.

❑ Increase frequency of monitoring Key Performance Indicators (KPIs) and cashflow events, including payroll and payables forecasts.

10. Contingency Planning for the Future   Owner: _____

To better prepare for future significant business disruptions, evaluate what went well and what could be done better regarding your organization's contingency planning:

❑ Assign responsibilities and authority to a crisis management team and periodic practice of plans.

❑ Warehousing or early procurement of emergency supplies to protect health (e.g. thermometers, hand sanitizer, antibacterial cleaning solutions, surface wipes, masks, gloves, etc.).

❑ Timely receipt of communications from the CDC, World Health Organization, federal and local governments, and from your organization's top leadership and processing of that information.

❑ Speed and accuracy of initial and on-going messages to employees.

We hope this checklist will help you quickly resume operations in a way that protects your employees and customers, while permitting you to continue what you do best. If you have any questions or would like more information about our services, please contact us at support@2genesis.com

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