



RESTART READINESS CHECKLIST FOR CORONAVIRUS DISEASE 2019 (COVID-19)

Use this checklist (for non-healthcare employers) as a guide to resuming business operations as safely and healthy as possible for you, your employees, and the public. Some items may need to be ongoing, so regularly revisit the checklist while COVID-19 cases exist. Only complete those items that apply to your business. See the Resources section for links and QR codes to web resources.

1. Prevent and reduce transmission among employees

Monitor federal, state, and local public health communications about COVID-19.

Item	Completed	Ongoing	Not Started	Not Applicable
Ensure workers have access to current information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check local public health information [5] and the CDC COVID-19 website [1] daily, or as needed depending on local conditions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Reinforce how employees can protect themselves and others from COVID-19 by communicating the following:

Item	Completed	Ongoing	Not Started	Not Applicable
If you have symptoms [6], notify your supervisor and stay home.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are sick, follow CDC-recommended steps [7], and do not return to work until you meet criteria to discontinue home isolation [8].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are well, but have someone in your household who has COVID-19, notify your supervisor and follow CDC recommended precautions [9].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Item	Completed	Ongoing	Not Started	Not Applicable
Wash hands [10] often with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol if soap and water are not available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Avoid touching eyes, nose, and mouth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cover mouth and nose with a tissue or inside of the elbow when coughing or sneezing, immediately throw tissue in trash, then wash hands.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop a cleaning and disinfecting plan [11]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clean and disinfect [12] frequently touched objects and surfaces at the beginning and end of each shift.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Avoid using other employees' phones, desks, offices, or other work tools and equipment. Clean and disinfect between employees if sharing occurs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Avoid large gatherings, [13] and stay at least 6 feet from others when possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use cloth face coverings (if appropriate) [14] when social distancing is not possible, and especially in areas of with high levels of cases.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Plan for conducting daily in-person or virtual health checks [15] (e.g., symptom and/or temperature screening) before employees enter the facility:

Item	Completed	Ongoing	Not Started	Not Applicable
Use social distancing (about 6 feet distance), barriers or partitions, and/or personal protective equipment (PPE) to protect screeners.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If taking temperatures, use touchless thermometers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider providing multiple screening entries.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider designating doorways as "entry only" or "exit only."	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Item	Completed	Ongoing	Not Started	Not Applicable
Make employee health screenings as private as possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do not determine risk based on race or country of origin; be sure to maintain confidentiality of each individual's medical status and history [16].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Conduct a hazard assessment of the workplace.

Item	Completed	Ongoing	Not Started	Not Applicable
Identify potential hazards that might expose workers to COVID-19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use the Worker Protection Tool to identify appropriate engineering, administrative, and personal protective equipment (PPE) options for your workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Plan for what to do if an employee is sick at work.

Item	Completed	Ongoing	Not Started	Not Applicable
Immediately separate employees who appear to have symptoms [6] from others in the workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have a procedure for safe transport of a sick employee to home or a healthcare facility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Develop an action plan for suspected/confirmed cases.

Item	Completed	Ongoing	Not Started	Not Applicable
If it has been fewer than 7 days since the sick employee has been in the facility:				
Close off areas that have been used by the sick person for long periods of time (e.g., their desk or workstation).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wait 24 hours (or as long as possible), then clean and disinfect [12] the area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open outside doors and windows to increase air circulation during the waiting period.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item	Completed	Ongoing	Not Started	Not Applicable
If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection beyond routine efforts is not necessary.				
Item	Completed	Ongoing	Not Started	Not Applicable
Determine which employees may have been exposed to the virus and may need to take additional precautions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality [17].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Most workplaces can follow the Public Health Recommendations for Community-Related Exposure [18].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Critical infrastructure [19] workplaces can follow appropriate safety practices [20].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Maintain healthy business operations

Establish a COVID-19 coordinator.

Item	Completed	Ongoing	Not Started	Not Applicable
Identify a coordinator who will be responsible for COVID-19 issues and their impact at the workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inform employees who this person is and how to communicate with that person.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Implement sick leave policies and practices that are flexible and supportive.

Item	Completed	Ongoing	Not Started	Not Applicable
Ensure sick leave policies and practices are consistent with public health guidance, follow state and federal workplace laws and policies, and are shared with employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allow employees to stay home, without penalty, to care for a sick family member or take care of children due to closures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you do not offer sick leave, consider implementing non-punishing "emergency sick leave" policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do not require a COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Protect higher risk employees [21].

Item	Completed	Ongoing	Not Started	Not Applicable
Support and encourage telework, if available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider offering vulnerable workers [22] duties that minimize their contact with customers and other employees (e.g., restocking shelves).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Communicate supportive workplace policies. You may need to communicate with non-English speakers in their preferred languages.

Item	Completed	Ongoing	Not Started	Not Applicable
Train workers on how new policies to reduce the spread of COVID-19 may affect existing health and safety practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicate to contractors or on-site visitors about changes to help control the spread of COVID-19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create and test communication systems that employees can use to self-report if they are sick that you can also use to notify employees of exposures and closures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assess essential functions and the reliance that others have on your services or products.

Item	Completed	Ongoing	Not Started	Not Applicable
Prepare to change your business practices, if needed, to maintain critical operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identify alternate supply chains for critical goods/services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When resuming onsite business operations, prioritize job functions for continuous operations. Resume business operations in phases.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Plan for employee absenteeism spikes.

Item	Completed	Ongoing	Not Started	Not Applicable
Monitor absenteeism at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Implement plans to continue essential business functions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cross-train employees to perform essential functions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Establish social distancing [23] policies and practices.

Item	Completed	Ongoing	Not Started	Not Applicable
Implement flexible worksites, work hours, and meeting and travel options.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Modify the workplace to increase physical space between employees, and between employees and customers, to 6 feet or more, where feasible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use signs, tape marks, or other visual cues to indicate where to stand when physical barriers are not possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have employees and customers wear cloth face coverings (if appropriate) [14] when physical barriers or social distancing is not possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discourage handshaking or other close contact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deliver services remotely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Move the electronic payment terminal/credit card reader farther away from the cashier, if possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shift primary stocking activities to off-peak or after hours, when possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Delegate authority to local managers of your business locations.

Item	Completed	Ongoing	Not Started	Not Applicable
Take appropriate actions outlined in their COVID-19 response plans based on their local conditions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Maintain a healthy work environment

Implement controls according to the hierarchy of controls [24] to protect employees and the public.

Item	Completed	Ongoing	Not Started	Not Applicable
Use the Worker Protection Tool to identify appropriate engineering, administrative, and personal protective equipment (PPE) options for your workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Modify ventilation systems [25]

Item	Completed	Ongoing	Not Started	Not Applicable
Work with building maintenance staff to determine if the ventilation system can be modified to increase ventilation rates or the percentage of outdoor air that circulates into the system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure ventilation systems operate properly and provide acceptable indoor air quality.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disable demand-controlled ventilation (DCV).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improve central air filtration to MERV-13, or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ensure the safety of the water system of your building after a prolonged shutdown.

Item	Completed	Ongoing	Not Started	Not Applicable
Follow the CDC Guidance for Building Water Systems [26].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Supply employees, customers, and visitors with what they need to clean hands and cover coughs and sneezes.

Item	Completed	Ongoing	Not Started	Not Applicable
Provide tissues, no-touch trash cans, and touchless hand sanitizer stations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide soap and water. If soap and water are not readily available, provide alcohol-based hand sanitizer that is at least 60% alcohol.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Direct employees to visit CDC's coughing and sneezing etiquette [27] and clean hands webpage [28].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Place posters that encourage cough/sneeze etiquette and hand hygiene [29-30] at the entrance to and throughout your workplace (e.g., bathrooms and kitchens). Include signs for non-English speakers, as needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Perform routine cleaning and disinfecting.

Item	Completed	Ongoing	Not Started	Not Applicable
Follow CDC's Guidance for Cleaning and Disinfecting [11] to develop, implement, and maintain a plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clean all frequently touched surfaces at the beginning and end of each shift, at minimum.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clean dirty surfaces using a detergent or soap and water before you disinfect them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disinfect using EPA-registered disinfectant that is effective against SARS-CoV-2 [31].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide disposable disinfecting wipes so employees can wipe down commonly used surfaces before each use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Store and use disinfectants in a responsible and appropriate manner according to the label.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do not mix cleaning and disinfection products together.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advise employees to always wear gloves and other PPE appropriate for the chemicals being used.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Limit travel and advise employees who must travel to take additional precautions and preparations.

Item	Completed	Ongoing	Not Started	Not Applicable
Minimize non-essential travel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check the CDC's Traveler's Health Notices [32].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advise employees to check for symptoms of COVID-19 [6] before travel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure employees who become sick while traveling or on temporary assignment know what to do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Call a healthcare provider for advice, if needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notify their supervisor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follow company policy for obtaining medical care when traveling outside the United States	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Plan meetings and gatherings [13] to lower risk.

Item	Completed	Ongoing	Not Started	Not Applicable
Use videoconferencing or teleconferencing, when possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cancel, adjust, or postpone large work-related meetings or gatherings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If videoconferencing or teleconferencing is not possible:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hold meetings in open, well-ventilated spaces.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Continue to maintain 6 feet between people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wear cloth face coverings (if appropriate) [14].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>