

COVID-19 Health and Safety Checklist for In-Office Work

- Make sure all employees are wearing PPE (*cloth mask or surgical mask*).
- Are there enough hand washing and sanitization stations?
- Have socially distanced (*6 feet or more*) desks and cubicles.
- Consider using physical barriers like plexiglass.
- Close common shared spaces.
- Discourage employees from sharing equipment; if that's not feasible, be sure equipment is properly disinfected.
- Have signage around the office to remind employees and customers of proper hygiene, PPE and physical distancing.
- If employees can work from home, let them.
- Stop all non-essential work travel.
- Employees should do health screenings before they enter the workplace.
- In case an employee gets sick, have a designated contact tracer.
- Complete the Michigan COVID-19 Preparedness and Response Plan.