



New York Return-To-Work Safety Plan Checklist

1. Identifying Leaders and Contact Personnel

- Company Owner/Chief Executive/Responsible Party(ies)
- Chief Human Resources Executive (If Applicable)
- Lead Records Custodian
- Log – Cleaning
- Log – Attendance and Visitors in Workplace (Those With Close Contact To Others)
- Lead Personnel – Work Processes and Protocols
- Lead Personnel – Complaints and Investigation Processes and Protocols
- Lead Government Agency/Department Liaison
- Lead Landlord Liaison (If Applicable)

2. Creating Work Processes and Protocols (With Appropriate Instructions/Training)

- Testing/Screening, Contact Tracing, and Reporting
- Employee Scheduling, Shifts and Accommodations
- Physical Space Modifications (If Applicable)
- Physical Distancing, Spacing and Signage in Common Work Areas
- Pickups and Deliveries
- PPE (Face Coverings and Other) Procurement, Distribution, and Maintenance
- Hygiene and Sanitizing Procurement, Distribution, and Maintenance
- Worksite Cleaning and Disinfection
- Use of Shared Objects and Surfaces
- Use of Meeting and Gathering Space
- Creation of Cleaning Log (Date, Time, and Scope)
- Creation of Employee Attendance and Visitor Log (Those With Close Contact To Others)

3. Creating Communication, Complaint and Investigation Processes and Protocols

- Notices and Communications to Employees and Visitors
- Complaint Process
- Investigation and Remediation (If Appropriate) Process

4. Other Office/Industry-Specific Plans

- Other