WORKFORCE RESET

A Playbook for Workforce and Employer Resilience

WORKFORCE READINESS CHECKLIST

- [ ] Set policies governing who can be at the workplace and how to address illnesses and ensure safety.
- [ ] Communicate regularly with workers on policies and expectations.
- [ ] Investigate staggering start/finish times to prevent crowding at entry and exit locations.
- [ ] Enforce a zero-tolerance policy for coming to work when sick.
- [ ] If workers show any COVID-19 symptoms, implement a stay-at-home policy and follow BC Centre for Disease Control guidelines.
- [ ] Screen your workers before every shift to ensure they are healthy and have not been exposed to COVID-19.
- [ ] Provide appropriate PPE for all workers (masks, gloves, hand sanitizer, etc.).
- [ ] Provide disposable wipes, hand soap, paper towels, disinfectants, and alcohol-based sanitizer (minimum 60% alcohol).
- [ ] Educate staff on safe physical distancing.
- [ ] Discourage sharing of equipment, (e.g. phones, computers, tools, etc.).
- [ ] Regularly check on workers' mental health.
- [ ] Consider pulse surveys to gauge and analyze workers' COVID-19 concerns.
- [ ] Encourage worker feedback/input – show them this has happened.

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