

COVID-19 EMPLOYER CHECKLIST

REINTEGRATING THE WORKPLACE		
Question	Yes	No
Developing a plan		
Has a review of the applicable public health or other statutory requirements, such as occupational health and safety regulations, for business operations been conducted?	<input type="checkbox"/>	<input type="checkbox"/>
Has a review of industry specific guidelines been conducted?	<input type="checkbox"/>	<input type="checkbox"/>
Have workplace policies or statutory requirements been reviewed to determine whether the Joint Health and Safety Committee, if any, must be involved in developing a plan?	<input type="checkbox"/>	<input type="checkbox"/>
Has a risk assessment to determine the necessary control measures to mitigate the risk of COVID-19 been completed?	<input type="checkbox"/>	<input type="checkbox"/>
Has a COVID-19 risk mitigation policy/plan been developed and communicated to employees? <small>*Businesses who are located in NB or PEI or have operations in those provinces must have an operational plan which specifically addresses the provincial requirements.</small>	<input type="checkbox"/>	<input type="checkbox"/>
Risk reduction strategies		
Have the necessary measures to reduce the risk of transmission of COVID-19 been implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Have attempts been made to ensure physical distancing of a minimum of two metres between employees, such as: <ul style="list-style-type: none"> • Staffing rotations; • Flexible scheduling; • Remote working; • Using visual cues to establish two metre distances, directional movement, non-stopping areas; • Altering physical workspaces? 	<input type="checkbox"/>	<input type="checkbox"/>
Have strategies and alterations to common areas of the workplace been considered to ensure physical distancing?	<input type="checkbox"/>	<input type="checkbox"/>
Have attempts been made to introduce physical barriers (plexiglass, cubicle walls) where physical distancing of a minimum of two metres between employees is not possible?	<input type="checkbox"/>	<input type="checkbox"/>

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Question	Yes	No
<p>Has the employer ensured personal protective equipment, including face coverings/masks, are available for employee use when physical distancing of a minimum of two metres is not possible and physical barriers are impractical?</p> <p><small>*In NB, employers must provide employees with non-medical face coverings when physical distancing is not possible and physical barriers are impractical.</small></p>	<input type="checkbox"/>	<input type="checkbox"/>
If respiratory personal protective equipment is required, has a training policy been developed to ensure proper use?	<input type="checkbox"/>	<input type="checkbox"/>
Has a plan for training and supervision on new health and safety policies been developed and communicated?	<input type="checkbox"/>	<input type="checkbox"/>
Does a policy exist regarding non-essential business or personal travel? If not, is one necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Has a policy for reducing/eliminating in-person meetings been established?	<input type="checkbox"/>	<input type="checkbox"/>
Screening measures		
Is a screening policy necessary? If so, has it been developed and communicated to employees and/or visitors?	<input type="checkbox"/>	<input type="checkbox"/>
<p>If active screening of employees is required (i.e. temperature checks), have employees been informed and has a process for obtaining fully informed consent been developed?</p> <p><small>*In NB, active screening, including temperature checks, of employees in workplaces where physical distancing is not possible and physical barriers are impractical is mandatory.</small></p>	<input type="checkbox"/>	<input type="checkbox"/>
If a screening policy is necessary, has a policy and process for the collection and protection of employee's personal information been developed?	<input type="checkbox"/>	<input type="checkbox"/>
If a screening policy is necessary, has a process for responding to an employee's refusal to submit to the screening been developed?	<input type="checkbox"/>	<input type="checkbox"/>
Preparing the workplace		
Is there sufficient stock of hygiene and sanitization supplies available (gloves, hand sanitizer, sanitizer stations, tissues, wipes)?	<input type="checkbox"/>	<input type="checkbox"/>
Has a disinfection and sanitization policy been established to reduce the risk of transmission of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
Has a policy and procedure to manage an employee who tests positive for COVID-19 been developed?	<input type="checkbox"/>	<input type="checkbox"/>

Recalling laid off employees		
Question	Yes	No
Is employee contact information accurate?	<input type="checkbox"/>	<input type="checkbox"/>
Have all applicable employment agreements, workplace policies or collective agreements been reviewed for recall procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Have the statutory requirements for recall notices been met?	<input type="checkbox"/>	<input type="checkbox"/>
Has a non-discriminatory and objective process for recalling employees been developed?	<input type="checkbox"/>	<input type="checkbox"/>
If required, are written recall notices prepared?	<input type="checkbox"/>	<input type="checkbox"/>
Do the recall notices: <ul style="list-style-type: none"> • Confirm the return to work date; • Advise as to any changes to the terms of employment; • Set out the procedure for refusal to work; • Set out the consequences of a failure or unjustified refusal to return to work; • Inform employee of any new workplace policies and attach copies; • Inform employee of any screening measures and/or new health and safety practices in place to address COVID-19; • Provide a contact person if the employee has questions; and • Advise the employee they are required to inform the federal government of their recall and that any income they receive may impact their ability to receive CERB or EI? 	<input type="checkbox"/>	<input type="checkbox"/>

Responding to employee concerns		
Question	Yes	No
Has a plan been developed for addressing the various types of concerns that may be raised regarding COVID-19 and return to work, including: <ul style="list-style-type: none"> • High risk individuals; • Childcare requirements; • Elder care requirements; • Health and safety concerns with a physical return to work; • Concerns about unsafe/dangerous work? 	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been informed as to how their questions/concerns should be brought forward?	<input type="checkbox"/>	<input type="checkbox"/>
Have the statutory requirements for responding to a work refusal in your jurisdiction(s) been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Have the statutory leaves and accommodation requirements been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been informed of any mental health supports available, including access to an employee assistance program (if available) or information on public health supports?	<input type="checkbox"/>	<input type="checkbox"/>