

WORKPLACE READINESS ESSENTIALS

ITH Staffing has continued to service clients who are deemed “essential.” Essential business functions and essential employees were identified. The measures listed below have been instituted and will continue throughout the next phases of return to work, as we welcome employees back to on-premise work.



FACILITY

- ✓ Follow and update as appropriate Preparedness & Response Plan
- ✓ Develop a written protocol for confirmed or suspected COVID cases
- ✓ Ensure safety of all staff
- ✓ Review and prepare plans regarding changes to cleaning scope or any additional services
- ✓ Purchase new chairs for front office that are easier to clean and disinfect.
- ✓ Provide face coverings to all employees for use in common areas or when 6 foot social distancing may not be possible
- ✓ Provide face masks for building visitors who come without one
- ✓ Install clear plastic physical barrier at front desk check-in counter.



COMMUNICATION

- ✓ Communicate the steps the company is taking to ensure safety
- ✓ Maintain frequent communication with employees
- ✓ Respond to specific employee concerns promptly
- ✓ Prepare and post reminders of social distancing and cleaning protocols
- ✓ Educate our employees regarding best hygiene practices
- ✓ Promptly respond to any safety related concerns
- ✓ Provide employee training on Covid-19 Workplace Safety Guidelines
- ✓ Constantly reinforce hand washing, social distancing and staying home when ill
- ✓ Inform employees of possible exposure to Covid-19 in the workplace and instruct how to proceed based on current guidelines



CONTROL ACCESS

- ✓ Control the entry points including deliveries
- ✓ Install plexiglass shields where appropriate
- ✓ Clearly communicate building protocols through signage and other communications
- ✓ Provide sanitizer, wipes, PPE as appropriate
- ✓ Post self-screening questions on entrance door and require self-screening for symptoms before entering building



SOCIAL DISTANCING

- ✓ Support and implement social distancing/6 feet of office protocols
- ✓ Monitor space usage - limit number of building occupants
- ✓ Enforce stringent cleaning protocols for shared spaces
- ✓ Use videoconferencing, emails or teleconferencing when possible for work-related meetings and interviews.
- ✓ Minimize non-essential travel for work



REDUCE TOUCH POINTS & SUPPORT HYGIENE

- ✓ Maintain enhanced cleaning and disinfecting practices
- ✓ Install extra hand sanitizer stations throughout building
- ✓ Offer individual 2 oz. hand sanitizers to employees and visitors.
- ✓ Supply disinfectants near or on each desk or work area
- ✓ Remove food/beverages from reception area.
- ✓ Enable DIY cleaning through hand sanitizer, disinfectant wipes and other such products
- ✓ Limit in-person meetings



EMPLOYEE RESPONSIBILITIES

- ✓ Stay home if sick
- ✓ Notify President or HR Manager if you have been exposed to or have symptoms of Covid-19 and follow protocol directions
- ✓ Maintain social distancing at all times
- ✓ Wear a face covering when in common areas or 6 foot social distancing may not be possible
- ✓ Do not bring visitors (family/friends) into the workplace
- ✓ Contact HR Manager for information regarding new leave options, eligibility and other concerns
- ✓ Reach out to EAP provider when you need to
- ✓ Wash your hands often and maintain good personal hygiene
- ✓ Daily personal self-screening for symptoms before entering building