



## Creating a Return to Workplace Plan

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# Agenda

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- Practical guidance for developing your plan-Where do we start?
- Risk Assessment/Checklist –How to use in your situation?
- Additional Considerations for Schools
- Questions/Answers Open discussion

# Disclaimer

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*This briefing has been prepared by Poms & Associates Insurance Brokers, LLC to provide information on recent developments of interest to our clients. It is not intended to offer legal or regulatory advice for a particular situation. Events are rapidly developing during this national state of emergency, and best practices are constantly changing. We recommend that individuals and entities carefully monitor and follow health directives of the WHO and CDC, along with federal, state and local authorities.*

# Previous Webinars of Relevance

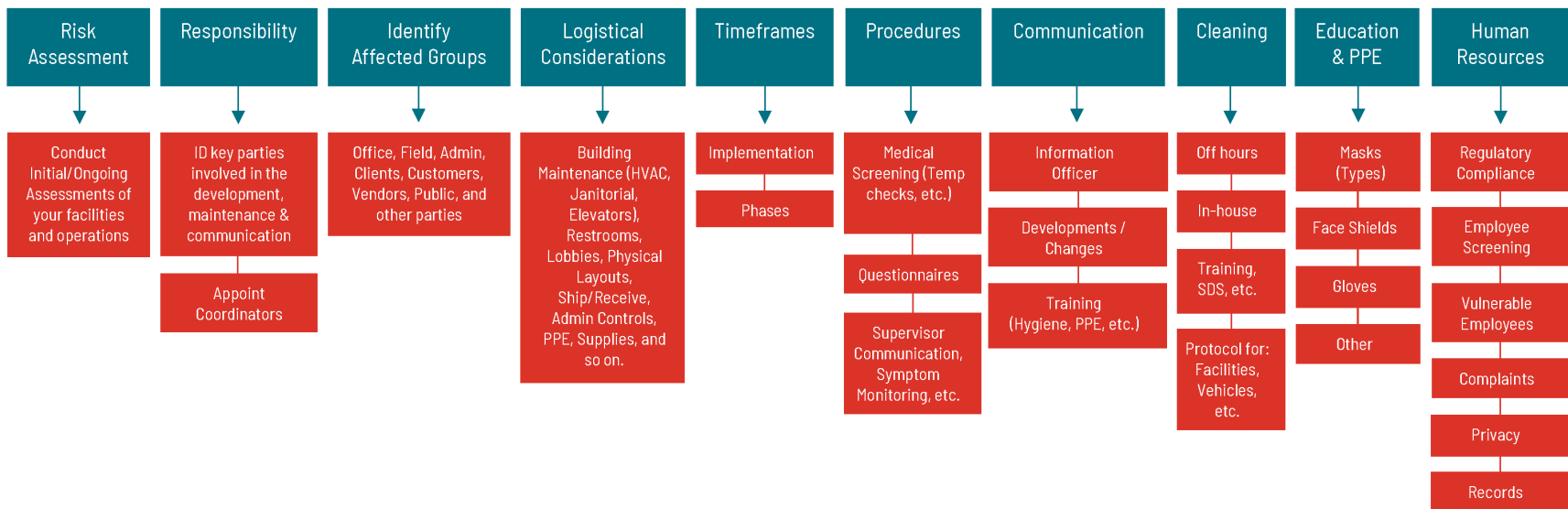
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- [www.pomsassoc.com/webinars](http://www.pomsassoc.com/webinars)
  - [Risk Control Roundtable \(5/29/2020\)](#)
  - [Safely Navigating a Return to Work Once Shelter in Place Orders are Lifted \(5/8/2020\)](#)
  - [Safety and Security: Protecting your Employees and Properties During Quarantine \(5/1/2020\)](#)
  - [OSHA Recordkeeping & Personal Protective Equipment \(4/17/2020\)](#)

# Returning to the Workplace Plan

## Returning to the Workplace Plan

**Purpose:** Create a leadership statement, summarizing the state of coming back to work, the importance of the employees, and the willingness to implement a program with the interests of employees in mind and the flexibility to seamlessly adjust and adapt to the rapidly changing environment.



# Conduct a Risk Assessment

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- **Follow the Risk Management Process**
  - ID Exposures (Risk Assessment)
  - Analyze Exposures
  - Examine Feasibility of Hazard Control Methods
  - Select Appropriate Methods for Control
  - Implement Control Measures
  - Monitor & Revise

# Conduct a Risk Assessment – General Industry

- Offices
- Warehouses
- Lobbies
- Field Employees
- Vehicles
- Breakrooms
- Supply Rooms
- Meeting Rooms
- Tasks/Operations (JHA's)
- Deliveries
- PPE

# Conduct a Risk Assessment - Schools

- Front Office
- Nurse's Office
- Classrooms
- Cafeteria
- Multi-purpose/Assembly Rooms
- Drop off / Pick up
- Breakrooms
- Restrooms
- Playgrounds
- Maintenance Yards
- PPE



# Special Considerations for Schools

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- Greater Interaction Of Student/Staff Increases Risk Of Transmission
  - Personal prevention practices
  - Environmental cleaning and disinfection
- Promote Behaviors That Reduce Spread
- Maintaining Healthy Environments
- Maintaining Healthy Operations
- Prepare for When Someone is Sick

# Questions

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