Workplace Reopening Decision Tool

The purpose of this tool is to assist park and recreation professionals in making decisions regarding **workplaces and administrative offices** during the COVID-19 pandemic. It is important to adhere to all state and local guidance from health officials and others to determine the most appropriate actions.

Start Here

Should you consider opening?

- ✓ Is the workplace in a community no longer requiring significant mitigation measures?

- ✓ Will reopening be allowable with state and local orders?

- ✓ Have you conducted a risk assessment of the workplace and answered key questions to inform planning and decision making?

- ✓ Will the workplace be able to protect higher risk staff?

- ✓ Are you able to secure needed cleaning and disinfection supplies and PPE as needed?

If all answers are "Yes" →

If any answers above are "No"
DO NOT OPEN

Are recommended health and safety precautions in place?

- ✓ Promote healthy hygiene practices such as hand washing, staff wearing cloth face coverings, and other PPE as appropriate

- ✓ Intensify cleaning, disinfection of commonly touched surfaces and ensure proper ventilation and airflow of workspaces

- ✓ Ensure physical distancing by implementing environmental controls such as installing physical barriers, changing the layout of workplaces, encouraging telework, closing communal spaces, staggering shifts and breaks, limiting building hours, postponing or cancelling large events

- ✓ Limit sharing of items such as office equipment, computers, phones, vehicles, and personal items and sanitize between use

- ✓ Train all staff on safety actions, policies and standard operating procedures

- ✓ Limit travel and modify commuting practices

If all answers are "Yes" →

If any answers above are "No"
MEET HEALTH & SAFETY PRECAUTIONS FIRST

Are you able to conduct ongoing monitoring?

- ✓ Check for signs and symptoms in employees, including conducting health screenings

- ✓ Encourage employees who are sick to stay home and continue to promote healthy hygiene practices

- ✓ Plan for when an employee gets sick – ensure all staff have contingency plans in place and emergency contact information is current

- ✓ Regularly communicate with local authorities and employees

- ✓ Monitor staff absences and have flexible leave polices and practices

- ✓ Be ready to reinstate mitigation measures and close if there is increased transmission in the community

If all answers are "Yes" OPEN and MONITOR

If any answers above are "No"
MEET MONITORING GUIDANCE FIRST

*Tool based on draft CDC guidance

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