

**POST-PANDEMIC**

# KEEPING EMPLOYEES SAFE

**An action plan for returning to the office**

## MAKE A LIST OF SUPPLIES

**Supplies will vary by industry**

Having a list of supplies needed (what and how many) to keep employees safe is an important first step to returning to business as usual.

## SET THE STANDARD

**Educate employees on new standards**

Guidelines should include what PPE is required, how to wear the PPE, specific cleaning regimens, and social distancing guidelines.

## EMPLOYEE SCREENING

**Make sure everyone is healthy**

It might be necessary to have a no-touch thermometer or other screening supplies at the office to ensure everyone in the building is healthy.

## FIND A SUPPLIER

**It's a seller's market**

Vet any PPE supplier and make sure they can deliver. It might be worthwhile to join forces with other companies to increase purchasing power.

## MONITOR SUPPLIES

**Know what you have and where it goes**

Because supplies are scarce, it is important to document who has what PPE. If you have extras, keep them in a secure location.

**FOR MORE INFORMATION, VISIT THE  
"SAFE ACTIONS FOR EMPLOYEE RETURNS"  
TASK FORCE WEBSITE:  
[SAFETY.NSC.ORG/SAFER-INITIATIVE-  
RESOURCES](https://safety.nsc.org/safer-initiative-resources)**