

# Government of Saskatchewan

## COVID-19 Return to the Workplace Checklist for Employees

### Before Returning

- ✓ Self-screen using the Government of Saskatchewan's [self-assessment tool](#) and if you are ill or experiencing COVID-like or cold/flu symptoms (cough, fever, runny nose, sore throat, weakness or headache), you **should not** consider a return to work. If you are experiencing severe symptoms, seek medical attention or call HealthLine 811.
- ✓ Follow Public Health advice related to [self-monitoring](#) and [self-isolation](#) if you have travelled or have been exposed to someone ill with the virus.
- ✓ Identify any equipment or supplies you need to return to the office, including computers, monitors, docking stations and other accessories that you may have brought home to work remotely. Confirm with your manager once any government-owned equipment you brought with you has been returned.
- ✓ Keep in regular contact with your manager to advise of any concerns you may have or if there are changes to your ability to attend the workplace or perform work, including health or child care arrangements.

### When You Return

- ✓ Wash your hands frequently for at least 20 seconds. Scent-free hand sanitizer should be available in offices/facilities for client and employee use.
- ✓ Promote a clean desk policy and limit items in the workspace, including non-work items to enable employees to perform the proper cleaning. Clean and disinfect frequently used surfaces.
- ✓ We each have individual responsibility to ensure we are also disinfecting our own workstations.
  - Items that employees are responsible to clean include:
    - any surfaces in an employees' cubical or office;
    - items such as keyboards, computer accessories, phones; and
    - personal items.
- ✓ Where possible, place workstations with at least two meters of space between employees. Where space cannot support this, consider administrative controls such as rotational staffing, workflow, orientating workstations so employees do not face one another, etc.
- ✓ If panels/shield between workstations are required, please work with Central Services to ensure proper sourcing and installation.
- ✓ Building Operators are monitoring cleaning practices to ensure compliance and advising on-site cleaning staff of any deficiencies on a daily basis. Issues are to be brought to the attention of Building Managers who are responsible for working with managers/owners of the cleaning contractors for correction.

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- ✓ Central Services provides hand sanitizer in common spaces only.
- ✓ Avoid greetings that involve touching, such as handshakes.
- ✓ Employees must wear a non-medical mask according to current public health orders, but that masks **do not** replace the need for physical distancing measures and hand washing.
- ✓ Use telephone and video conferencing to schedule and participate in meetings as much as possible. Do not organize or attend any in-person meeting involving more than 10 attendees.
- ✓ Limit unnecessary visits to other offices, common spaces or public areas.
- ✓ Ensure appropriate measures are in place to promote physical distancing for clients, customers or visitors, including signs being posted, floor markers installed, elevator safety, and chairs in waiting areas spaced apart.
- ✓ If you begin to experience symptoms or feel ill while at work, immediately separate yourself from co-workers and all other people, advise your manager immediately, call HealthLine 811, and be prepared to safely return home to self-isolate.
- ✓ Follow Public Health Orders for changes in restrictions. Visit [Saskatchewan.ca](https://www.saskatchewan.ca) for public health information and resources.
- ✓ Visit [Taskroom](#) for information and resources for government employees and workplaces.