Sample task force planning guide

*Return to work site team*

Assign roles and responsibilities for all aspects of reopening the worksite.

| **Focus Area** | **Location** | **Responsible Party** |
| --- | --- | --- |
| Corporate policies and procedures | Corporate |  |
| Federal, state and local guidance | Corporate oversight  Location A  Location B  Location C |  |
| Decision and date to reopen (by location, by job type) | Corporate oversight  Location A  Location B  Location C |  |
| Data collection | Corporate – collects all  Location A  Location B  Location C |  |
| Employee communications and distribution plan | Corporate development  Location A  Location B  Location C |  |
| Facility preparation and implementation | Corporate oversight  Location A  Location B  Location C |  |
| Cleaning/disinfecting protocols and training | Corporate oversight  Location A  Location B  Location C |  |
| Procurement of supplies | Corporate |  |
| Prevention protocols and implementation | Corporate guidance  Location At  Location B  Location C |  |
| Preparation for sick person at work site | Corporate guidance  Location A  Location B  Location C |  |
| Additional |  |  |