

# Restarting operations checklist

In order to further prepare for the resumption of operations and the re-entry of your workforce, the following is a checklist to consider for an organization's unique needs.

## **Create working committees or subcommittees to:**

- Notify utilities and pertinent government entities.
- Ensure that all regulatory authorities, such as those dealing with environmental permitting, are notified.
- Audit equipment to ensure permits are current, such as pressure vessels.
- Inspect and restart HVAC systems and make sure potable water supplies are safe.
- Consult with any state or federal emergency reopening orders to determine if increased ventilation requirements will be necessary.
- Inspect and test any long idle equipment to assure it's in working order.
- Assess if equipment startup procedures, maintenance and/or inspections are needed. Identify the responsible party to deliver the inspections and when it can be completed.
- Design restart procedures, including computer systems, in accordance with manufacturer's specifications.
- Assess raw materials and inventory on hand, restart supply chain and alert critical vendors. Keep an eye out for any raw material spoilage or shelf-life considerations.
- Identify necessary and missed preventative maintenance, equipment testing, and lubrication cycles.
- Repatriate any critical records, drawing, etc., taken off site.
- Test and prepare emergency generators and similar back-up systems, including fuel tanks.
- Reassess and implement security needs.
- Establish and spearhead communication protocols to employees, vendors and the media.
- Deal with post COVID-19 EAP related issues.
- Appoint a team who will be the first to enter the facility and perform initial property and process inspections. Make sure that the site team performing the initial site assessment is properly trained, issued appropriate Personal Protective Equipment (PPE), and has an established a plan before entering.

# *Property*

## Exterior

- Gates, fences, gate houses, etc.
- Parking lots, roadways, sidewalks, traffic/pedestrian signage and striping.
- Lighting — Roadways, lots, sidewalks, security, etc.
- Landscaping, irrigation and drainage.
- Stored vehicles and parked equipment.

## Building envelope

- Roof ballast, cover, scuppers and skylights.
- Roof-top equipment, vents, stacks, antennas, etc.
- Downspouts and drains.
- Windows, loading docks, doors and other entrances and openings.
- Signage and siding.
- Sumps operating properly.

## Interior

- Plumbing, process water and other potential sources of water leaks.
- Confirm fire sprinkler system is sound with no evidence of leaks.
- Primary electrical service.
- HVAC.
- Sumps.
- Life safety features such as means of egress, signage, alarms and emergency lighting.
- Server rooms and data centers.
- Shop and other areas where hazardous chemicals are stored.
- Kitchens, employee break rooms, facilities — ensure fire and ventilation systems are in working order.

## Security

- If provided at the facility during the shut-down, review daily reports or electronic records to identify any critical items such as safety issues, property damage, etc., that must be dealt with prior to restarting operations.
- If provided by internal staff, re-establish protocols.
- Confirm access control systems operating properly.
- Check alarms to ensure they're operational and verify if new passwords/codes need to be established.
- Confirm that any target items such as cash, precious metals left on site are secure.
- Confirm that camera and monitoring systems are working.

## Fire protection

- Confirm the operation of smoke detectors and other fire detection hardware. Resume routine system inspection, maintenance and testing procedures.
- Confirm the placement and operational readiness of fire extinguishers.
- Sprinkler systems:
  - Confirm water supply integrity.
  - Inspect all valves to ensure all are open, locked and operating properly.
  - Confirm water flow and valve tamper alarms are working.
  - Inspect and test fire pump and related equipment.
  - Resume routine system inspection, maintenance and testing procedures.

## Fleet/Equipment operations

- Confirm that the vehicle yard is secure.
- Assess all stored vehicles and equipment to ensure everything is in good condition
- Fueling area
  - Ensure safety and no smoking signage are place.
  - Confirm that fire extinguishers are provided.
  - Assess the area to ensure its in good physical condition.
- Assess to make sure vehicle/equipment, preventative maintenance, or Department of Transportation inspections are not overdue.

## Locations under construction

- Determine and abide by any current government mandates and/or applicable infectious disease protection protocols for your jurisdiction (e.g., required PPE, questions, training, etc.).
- Consider and manage any supply chain difficulties, which could lead to further project delays.
- Ensure there is an adequate supply of employee PPE such as gloves, dust masks, filtering facepieces (N95 respirators), face shields, etc.
- Assemble a small team to walk the site and document all conditions via video or photo. Consider having subcontractor representatives accompany the group to offer input and evaluate their scope of work.
- Follow safety protocols for restarting utilities (e.g., arc flash protection for switchgear, natural gas supplies, etc.).
- Ensure portable restrooms and break areas are cleaned, disinfected and properly spaced before reopening the site.

- Assess and perform any necessary machine inspections and/or recertifications (cranes, hoists, conveyors, HVAC, mechanical, etc.) per applicable regulations and manufacturer recommendations.
- Contact the general contractor or owner to discuss possible alterations to scope, schedule or protocols that differ from when the project initially shutdown.
- Determine if previously utilized medical services, such as clinics, remain available.
- Determine if local emergency services remain available.
- Inspect and ensure site and public traffic control protocols and devices remain effective.
- Ensure general public protective systems remain effective, including but not limited to fencing, barricades, lighting, signage and sidewalks/ walkways.
- Solicit feedback from and encourage communication between all site employees to ensure any post shutdown changes are clearly identified and understood.

## Claims considerations

- Review physical plant, stock, fleet, equipment for damage.
- Review global supply chain restrictions and restocking restrictions.
- Consider any increased cyber vulnerability with increased work from home or movement back to online operations.
- Any increased FDA or other Federal scrutiny accompanying supply chain revision, rerouting, etc.

# *People*

## Employee safety considerations

- Identify whether refresher trainings warranted for critical Occupational Safety and Health Administration and safety sensitive processes are necessary, such as confined space entry or fall protection.
- Assess and reimplement mandated annual safety training which is now overdue.
- Address missed routine safety training.
- Renew expired medical clearances.
- Revisit and address overdue safety inspections.

## Claims considerations

- Consider challenges with returning furloughed or new employees to work.
  - Review and restart random drug testing and other screening protocols.
  - Review and restart fit for duty and physical capabilities testing exams.
- Restart transitional modified duty programs for employees previously off work or working modified duty due to workers' compensation pre-closure claims.
- Rebuild job banks.
- Reestablish wellness programs.
- Work with workers' compensation carriers and employment attorneys to assure statutory compliance.
- Confirm procedures in place to thoroughly investigate all reported accidents, including first aid cases and near misses.
- Coordination of continued leave for COVID-19 sick leave or workers' compensation with FMLA and ADA guidelines.
- Establish a plan to deal with a potential increase in claim filing due to layoffs.