

# New Normal Checklist

Use this checklist to prepare your Department or Agency for the New Normal based upon the four phases defined In the New Normal Taskforce Guide.

## Phase II

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|  | Setup an Employee Health Screening Station per the guidance in the <a href="#">COVID-19 Employee Health &amp; Travel Screening Procedures</a> .  |
|  | To request supplies for your screening station (thermometer, hand sanitizer, disinfectant wipes) complete the DPW <a href="#">Inventory Supplies Request Form</a> .  |
|  | To request an Employee Health Screening Kiosk, contact the I.T. Help Desk 301-645-0614.  |
|  | If you become aware of a possible COVID+ among your staff, notify a County contact tracer, their contact info is listed in the <a href="#">COVID-19 Employee Health &amp; Travel Screening Procedures</a> .  |
|  | Analyze workspaces to establish physical distancing measures (minimum 6 ft) between workstations. Consult the <a href="#">American Industrial Hygiene Association Reopening Guidance for a General Office Settings</a> .   |
|  | Consider bringing employees that volunteer back to the office setting first. Continue to maximize the <a href="#">Telework Policy</a> .  |
|  | Once employees return consider staggering shifts, lunch, and rest breaks to maintain social distancing between staff.  |
|  | If you have employees that identify as being in <a href="#">high-risk categories</a> whom have requested special accommodations for the return to work consider allowing them to stay working from home. Consult the Safety Office if they have requested <a href="#">ADA special accommodations</a> . |
|  | For any technology needs for longer term teleworking consult the <a href="#">New Normal Technology Needs Considerations</a> .  |
|  | Make sure staff are familiar with the <a href="#">Mask &amp; Hygiene Guidelines</a> and have a mask available to wear while in the building.   |
|  | Be familiar with the <a href="#">Charles County Family's First Coronavirus Response Act &amp; Emergency Paid Sick Leave</a> .  |
|  | Be familiar with upgraded cleaning procedures for all employees, <a href="#">DPW cleaning standards</a> , and <a href="#">post exposure cleaning requirements</a>  |
|  | Before allowing staff to attend in person training consider alternatives such as online trainings.   |
|  | Consult with the media team and the <a href="#">Communications Plan</a> for how to communicate the New Normal to your staff appropriately.   |
|  | Coping with the new normal isn't easy even for the most resilient of us. Help is just a phone call away with <a href="#">DES Peer Support</a> , the <a href="#">Pinnacle Center</a> , and the CareFirst behavioral health phone line 800.245.7013.   |

## New Normal Phases

**Phase I - Slow the Spread**  
-Community-level strict physical distancing.

**Phase II - Slow & Gradual Return for Employees**  
-Bring volunteers back to the office setting with modifications and safety recommendations in place.

**Phase III - Slow & Gradual Return for the Public**  
-Allow the public inside buildings with physical barriers, safety signage, and safety recommendations in place

**Phase IV - The New Normal -**  
-Prepare for the next public health threat.