



USI Risk Control Resources: When Returning to Work in the COVID-19 Environment

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USI Insurance Services has many useful tools and resources to assist our clients during these challenging times, many of which are located on our STEER site <https://www.usi.com/public-health-emergencies/>. In addition, USI's online client portal, the [Risk Management Center \(RMC\)](#), has a number of valuable tools and resources that can assist clients in their efforts to return to work in a safe manner.

The tools and templates available in the RMC consolidate guidance from the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and other regulatory bodies, and presents it in a format that enables our clients to easily implement or customize the policy, protocol and/or training to meet their specific business needs.

To gain access to the Risk Management Center, speak with your USI Account Executive, or your local Risk Control Consultant.

COVID-19 Audits and Checklists

Available through the RMC Audit Track application, these downloadable checklists can be used as-is or modified for your specific needs. Managers can ensure all tasks and items are assigned, completed, and recorded, increasing compliance and helping protect your workplace from liability. The following audit or checklist templates are available through the RMC:

- Reopening: Administration Guidelines
- Recommended Measures for Reopening Facilities
- Recommended Measures for Protecting Employees and Guests
- Office Work Checklist
- Worker Training Requirements
- Employee Health Screening Questionnaire
- Reopening: Restaurant Checklist
- Reopening: Construction Checklist

To access the Audit Track Template Library, navigate to Applications → Audit Track → Audit Library and then clone the template you want to use. Then you can edit the audits, customize them for your organization, and begin auditing.

The screenshot shows the USI Risk Management Center interface. At the top, there's a navigation bar with 'Home', 'Applications', 'Resources', 'Administration', and 'Help'. Below that, the 'Audit Track' application is active, displaying the 'Audit Library' with a search bar and a list of audit templates. The templates include 'Example - Chemicals - Safe Use', 'Example - CMV - Operator's Checklist', 'Example - CMV - Vehicle Maintenance File Checklist', 'Example - Confined Space Entry Work', and 'Example - COVID-19 Facility Hygiene & Readiness Checklist'. Below the list, there's a section for 'COVID-19 Business Reopening Administrative Guidelines Checklist' with a 'Completed By:' field, a 'Date Completed:' field, and a 'Supervisor:' field. At the bottom, there's a table with columns for 'Item', 'Response', and 'Action'.

No.	Item Description	Response			Action	
		Yes	No	N/A	Corrective Action	Remarks
1.	Identify Executive/Administrative Team to develop reopening plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Are recommendations from Federal, State, and local agencies consistently reviewed to determine if those recommendations and guidance should or can be incorporated into workplace-specific plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

COVID-19 Training Materials

The following training materials are available through the Risk Management Center site for your use:

- COVID-19 General Awareness Training
- CDC Fact Sheet – Preventing the Spread of COVID-19
- Coronavirus and Workplace Hygiene- Training Short (in English & Spanish)
- CDC – Don't Spread Germs at Work poster (English & Spanish)
- CDC – Handwashing Sign (English & Spanish)
- CDC – Handwashing: a Corporate Activity poster
- COVID-19 – Do Not Enter if You Have Symptoms sign
- COVID-19 – Stand 6 Feet Apart sign
- COVID-19 –Wash Hands Upon Entry sign
- COVID-19 – Eliminate the Spread – Workday Flowchart poster
- COVID-19 – How it Infects and Spreads poster
- COVID-19 – How to Use Chemicals Safely poster
- COVID-19 – Please Wear a Face Mask sign
- COVID-19 –Prevention Practices – Why Soap is Better poster
- COVID-19 – Traveler Health Alert poster
- COVID-19 – Ten Steps all Workplaces Can Take to Reduce the Risk of Exposure poster (available in English, Arabic, Brazilian Portuguese, Chinese, French Creole, Hmong, Korean, Polish, Russian, Spanish, Tagalog and Vietnamese).

Other COVID-19 Resources in the RMC

As a reminder, you can also use the Risk Management Center to track training for employees, develop safety programs, manage emergency employee contacts, and to conduct many other tasks that are part of a full epidemic response plan.

Additional Resources and Guides for Returning to Work

To assist clients with their re-opening efforts, the following documents are available through your USI Risk Control Consultant.

- Designing a Post-Coronavirus Workplace
- COVID-19 Response Questionnaire
- Guide to Creating a Return to Work Action Plan
- Practice and Policy Considerations in Advance of Return to Work
- Sample Return to Work Action Plans
- Coronavirus Action Plan – General Industry
- Return to Work Communications Planning Checklist
- Returning to Work Post-COVID-19 Presentation – PowerPoint Template
- Wearing Facial Coverings or Masks in the workplace during COVID-19
- Restaurant Risk Insights: COVID-19 Reopening Considerations
- Risk Insights: COVID-19 Reopening Considerations for Hair and Nail Salons
- Risk Insights: COVID-19 Reopening Considerations for Gyms and Fitness Centers

- Reopening America Cleaning and Disinfection Decision Tool
- Workplace Reopening Decision Tool
- Restaurant and Bar Reopening Decision Tool
- Schools Reopening Decision Tool
- Childcare Program Reopening Decision Tool
- Youth Programs and Camps Reopening Decision Tool

Helpful Resources

To help clients navigate these challenging times USI has implemented a **STEER** (Steer Through Epidemic & Economic Recovery) **Task Force**. This cross-functional team is working to provide timely COVID-19 information, understand cross-industry and geography impact and evolving responses, and to develop and deliver tailored solutions to help clients **steer** through this epidemic challenge and economic recovery.

For additional resources, tools, information, and links, please visit our COVID-19 resource page: www.usi.com/public-health-emergencies



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