Return to Business Guide and Resources

OswaldCompanies.com
Good intentions can still lead to decisions you will regret, as well as lawsuits claiming negligence, discrimination, retaliation, wrongful termination, wage and hour violations, and more. We have created a step by step process to guide you through the reopening of your business. Follow this checklist to ease the burden of protecting your employees and your business while achieving a smooth and successful transition back to work.

Return to Business Guide and Resources

We have developed this collection of resources and tools designed to assist organizations in the return to the workplace in an efficient manner that protects employees and employers alike. This approach also helps to support a company’s long term viability.

Not only do employees deserve to return to a safe and healthy work environment; investors and regulators expect it. A well thought out, systematic approach can help avoid or minimize adverse potential consequences such as:

- Employee injuries and illnesses
- Third party injuries and illnesses
- Direct and indirect employer costs associated with employee and third-party injuries or illnesses
- Occupational Safety and Health Association (OSHA) citations and fines
- Employment Practice Lawsuits
- Additional costs associated with inadequate or poor planning
- Lost business or clients
- Adverse brand impact
Can I reopen (and does it make sense to reopen)

You should be able to answer “YES” to the following in order to reopen your business and facilities.

<table>
<thead>
<tr>
<th>Tools and Resources (referenced below)</th>
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<tbody>
<tr>
<td>My workforce is available and willing to return to work</td>
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<tr>
<td>My company has considered and is in compliance with all applicable standards and regulations</td>
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<td>My employees are provided a safe workplace</td>
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<td>My facility is prepared to restart operations</td>
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<td>My supply chain of necessary goods and services is intact</td>
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<td>My client base is available and willing to re-engage with my business whether it is the public or business to business operations</td>
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<tr>
<td>My company has considered all liability vulnerabilities and prepared accordingly</td>
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Click below to access information and resources

1. Business Considerations, Planning and Communication
   - 1-1 CDC/State Health Department guidance
   - 1-2 Business considerations and planning
   - 1-3 Liability protection guidance
   - 1-4 Executive Risk considerations and guidance
   - 1-5 Return to Work complete business checklist
   - 1-6 Remote Work Survey- sample
   - 1-7 Return to work communication - sample
   - 1-8 Attendance tracker tool – sample
   - 1-9 Supplier/Vendor Questionnaire

2. Workplace Evaluation and Controls
   - 2-1 Precautions to minimize virus spread
   - 2-2 COVID-19 Exposures & Controls
   - 2-3 OSHA PPE use and evaluation
   - 2-4 OSHA COVID-19 Guidance
   - 2-5 OSHA job hazard analysis (JHA) guidance
   - 2-6 OSHA job hazard analysis (JHA) form
   - 2-7 Signage packet for onsite workplace communication

3. Oswald OnTrack - Web-based risk management resources*
   - 3-1 Risk Management reference library*
   - 3-2 Oswald Ontrack - Audit Track*
     Tracking functionality for any use
   - 3-3 Oswald OnTrack - Training Track*
     - Online learning system
     - Employment practices
     - Privacy training
     - OSHA Training
     - COVID-19 specific topics
     - Customized company specific training

*Oswald client log-in required