



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 A Location B Location C	
Preparation for sick person at work site	Corporate guidance Location A Location B Location C	

FOCUS AREA

LOCATION

RESPONSIBLE PARTY

Additional
