

# BACK TO WORK CHECKLIST

The situation surrounding the COVID-19 pandemic business shutdown is evolving and many businesses are wondering, “How can we bring workers back as safely as possible?”

This checklist is an excellent start. It can be incorporated into existing health & safety inspections and supplemented with guidance from the CDC and other health authorities.

## WORKPLACE SAFETY PRACTICES

- Encourage employees to check themselves for symptoms, and to stay home when not feeling well
- Educate employees regarding best practices for hygiene in the workplace
- Perform routine environmental cleanings of office, including high-touch surfaces
- Perform enhanced cleaning and disinfection if an employee is suspected or confirmed to have COVID-19
- Take immediate steps to protect workers who are exposed to COVID-19 in the workplace
- Provide masks, gloves, and other protective equipment
- To the extent possible, implement social distancing requirements for the workplace, and consider staggering shifts and other practices to lower the risk of contact/exposure



## MANAGEMENT COMMITTEE

Is there a Covid-19 Crisis Management Committee in your workplace?

- Yes  No

Do you have a written plan of action to implement if a worker becomes sick with COVID-19?

- Yes  No

Do you have reliable systems for real-time public health communication with employees?

- Yes  No

Have your Supervisors been adequately trained on the implications of Covid-19?

- Yes  No

Have you given employees accurate information about ways to prevent the spread of infection?

- Yes  No

Are your employees aware of the symptoms of Covid-19?

- Yes  No

Have you released internal communications on staff noticeboards for all relevant Covid-19 updates?

- Yes  No

Do you have a written plan of action to implement if a worker becomes sick with COVID-19?

- Yes  No

Have you reviewed applicable OSHA (and state OSHA) and CDC standards, including OSHA's "Guidance on Preparing Workplaces for COVID-19"?

- Yes  No



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## CLEANLINESS

You should ensure that public surfaces such as counters, doorknobs, and elevator buttons are regularly disinfected!

Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected?

Yes  No

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Diluted household bleach solutions can be used on hard, non-porous surfaces. Ensure proper ventilation.

Have you followed CDC guidance for cleaning and disinfecting soft (porous) surfaces?

Yes  No

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. Use products with the EPA-approved emerging viral pathogens claims.

Have appropriate items been laundered following CDC guidance?

Yes  No

If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

## HAND HYGIENE

Have you alerted all staff members to follow the CDC recommended hand washing protocol?

Yes  No

Do you have readily available access to hand sanitizer for all all members of staff?

Yes  No

Does the hand sanitizer to contain at least 60 percent alcohol content?

Yes  No

Public Health authorities suggest if hand sanitizer is used it needs to contain at least 60 percent alcohol content—most contain 60 to 95 percent. However, if hands are visibly dirty, always wash hands with soap and water.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Do workers know where to find personal protective equipment?

Yes  No

Do workers know how to use personal protective equipment?

Yes  No

Do workers use personal protective equipment properly?

Eye/face protection

Footwear

Gloves

Protective clothing

Aprons

Respirators

Other

Do you have face masks on hand?

Yes  No

Are staff members wearing disposable gloves and gowns for all tasks in the cleaning process, including handling trash?

Yes  No

Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

## COMMENTS AND SIGN-OFF

Any comments or issues to report?

Yes  No

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sign: \_\_\_\_\_



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