CHECKLIST FOR DEVELOPING A WORKPLACE/JOB SITE SAFETY PLAN

This checklist contains a compilation of best practices and guidelines which have been published by CDC, OSHA and other sources to address safety hazards due to the coronavirus. It can be used as a guide in developing a written Safety Plan for operating during the new normal.

Each company's plan will be unique based on factors like facilities and job sites, manufacturing functions and number of employees.
Make the plan flexible enough so that it can be adapted as evolving orders and guidelines are published by federal, state and local governments.
For any items that receive a "no," consider establishing an alternative approach to ensuring safety in that area.

COVID-19 Company Specific Planning

YES NO
- ☐ ☐ Create a pandemic team from a cross-section of the organization
- ☐ ☐ Designate a pandemic team leader to coordinate and direct activity
- ☐ ☐ Develop a written plan within the corporate framework and government protocols

Workplace/Job Site Hygiene

YES NO
- ☐ ☐ Verify that hot water stations with liquid soap and/or hand sanitizer are easily accessible, along with COVID-19 handwashing instructions
- ☐ ☐ Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished
- ☐ ☐ Develop guides for cleaning and frequency that specifically address high-touch surfaces and heavy usage areas
- ☐ ☐ Establish daily cleaning of restrooms or portable toilets and ensure facilities for washing hands after use
- ☐ ☐ Use EPA-approved cleaning chemicals from List N or that have label claims against the coronavirus
- ☐ ☐ Add clearly indicated and strategically placed waste receptacles

Safety Steps Before Shifts Start

YES NO
- ☐ ☐ Initiate daily self-reporting for all workers
- ☐ ☐ Make temperature checks available as part of self-reporting
- ☐ ☐ Document daily that these controls are in place
- ☐ ☐ Ensure that symptomatic workers stay at home or are sent home
- ☐ ☐ Wash/sanitize all incoming deliveries and materials
- ☐ ☐ Limit or restrict non-essential visitors
- ☐ ☐ Ensure proper PPE is available and being worn correctly
- ☐ ☐ Provide alcohol-based wipes for use when equipment must be shared, and instruct workers in proper cleaning techniques

Social Distancing

YES NO
- ☐ ☐ Initiate phases for returning the workforce over the course of weeks to allow for adequate training and social distancing
- ☐ ☐ Establish shift sizes appropriate to maintain 6' separation in work areas
- ☐ ☐ Put safety and distance signage and markings in place
- ☐ ☐ Ensure that social distancing is maintained during breaks

Social Distancing

Create and communicate protocols to best manage social distancing:

YES NO
- ☐ ☐ While waiting for and using elevators
- ☐ ☐ While waiting for and using time clocks
- ☐ ☐ In break rooms, dining areas, and other common areas
- ☐ ☐ Organize meetings, training, toolbox talks, etc., to meet distancing guidelines; utilize phone or video; limit the number of attendees for in-person meetings; hold meetings outdoors
- ☐ ☐ Use physical barriers if necessary to define and secure work zones

Personal Protective Equipment

Prioritize and communicate policies for PPE use during work and breaks. This includes:

YES NO
- ☐ ☐ Gloves
- ☐ ☐ Facial coverings or masks
- ☐ ☐ Eye Protection
- ☐ ☐ Face Shields
- ☐ ☐ Shower Stations, if required by work activities

Communications and Training

YES NO
- ☐ ☐ Display appropriate CDC COVID-19 safety signage prominently
- ☐ ☐ Implement COVID-19 training for all employees
- ☐ ☐ Provide all employees written communications about the COVID-19 plan
- ☐ ☐ Monitor continued adherence to the COVID-19 Safety Plan

Exposure Response Plan

Identify appropriate steps should exposure be suspected, including:

YES NO
- ☐ ☐ Procedure to quarantine in the event of personnel exposure
- ☐ ☐ How to transport patient to a health care provider
- ☐ ☐ Plan to remove all workers from area of exposure
- ☐ ☐ Protocol for cleaning all areas of exposure
- ☐ ☐ Method for tracing connections to other workers
- ☐ ☐ Requirements before returning to work