COVID-19 Safety Checklist

Safety
☐ All employees have been instructed to remain home if feeling ill.
☐ Employees are instructed on how to check their own health prior to coming into the office.
☐ Gloves are available for employees who work at reception desks, service counters, or have interaction with the public.
☐ Field staff have appropriate face coverings, hand sanitizer, or other personal protective equipment (PPE) to protect themselves and those around them.

Physical Distancing
☐ There are six-foot distance markers for lines at reception desks or service counters.
☐ Furniture has been removed or properly spaced apart to limit large gatherings or close gathering.
☐ Workstations are properly spaced apart or seat assignments have been adjusted to allow social distancing.

Face Coverings & Masks
☐ Face coverings or masks are strongly recommended where six-foot distance isn’t possible.
☐ Face coverings are available for employees who must be physically present in the office/workspace.
☐ Face coverings are available for staff who forgot to bring their own.

Sanitation
☐ Hand sanitizer machines are located in the lobby and throughout the workplace.
☐ Disinfectant wipes are available to clean high touch surfaces/items.
☐ Employees have been made aware of cleaning procedures for shared equipment for before/after use.

Signage
☐ There are signs near entrances informing building staff/visitors they must wear a face covering when in the building.
☐ There are signs informing users the maximum number of people allowed in an elevator car at a time (dependent on the elevator size).
☐ There is signage instructing proper hand washing protocol.
☐ There is signage informing users the maximum number of people allowed in meeting rooms, changing rooms, locker rooms, etc. at one time.
☐ There is signage recommending face coverings during meetings.
☐ There are signs displaying the allowed number of staff in an area to properly operate equipment.

Training
☐ All employees have been trained in safety practices and procedures regarding COVID-19.
☐ All management staff have been trained on the exposure protocol.