

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.