

COVID-19 Checklist: General Industry

COVID-19, caused by the novel coronavirus, is a severe acute respiratory syndrome. The Centers for Disease Control and Prevention (CDC) explains that human transmission of the virus occurs through close contact within about 6 feet of another person who is infected. Transmission is thought to be through respiratory droplets from an infected person’s sneezing or coughing. There is evidence that the COVID-19 virus can remain on a surface for hours or even days, depending on the surface type. Because it is thought that transmission is through respiratory droplets, the need for air quality through circulation and filtration is an important engineering control.

Source: Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

GENERAL NOTES ABOUT THIS CHECKLIST

This checklist is designed so that “Yes” reflects a good practice and “No” is an opportunity for improvement. “N/A” means not applicable. This checklist is not intended to capture all scenarios of a general industry workplace. Please contact a safety professional, OSHA, the CDC or your local health department for more guidance.

Date:
Supervisor:
Workplace location:
Total number of employees at the workplace:

	Yes	No	N/A
General			
1. A job hazard analysis was conducted for the facility.			
2. Employees are trained on how to recognize COVID-19 symptoms (coughing, fever, shortness of breath/difficulty breathing).			
3. If employees exhibit symptoms, they are sent home.			
4. Information about conditions under which infection transmission might occur has been provided to employees.			
Hygiene Practices			
5. Handwashing facilities with water, soap, and disposable towels or air dryers are available.			
6. Hand sanitizer that contains at least 60% alcohol is available.			
7. No-touch hand sanitizer dispensers are available.			

	Yes	No	N/A
8. Disinfectant wipes are provided for employees' use on high-touch areas (e.g., doorknobs, tools, computers, tablets, phones, vehicle interiors, handrails, light switches, desks, chairs, counters, toilets, cabinetry).			
9. Employees frequently wash their hands with soap for 20 seconds (e.g., before, during and after their shifts).			
10. Employees are trained on respiratory etiquette (e.g., sneezing and coughing into the bend of the arm).			
11. Employees are practicing social distancing of at least 6 feet.			
12. Meetings are limited to 10 or fewer people.			
13. A footwear disinfecting station is available for employees entering and leaving the workplace.			
14. Bathrooms are disinfected regularly (based on use frequency).			
15. No-touch trash receptacles are available.			
Engineering Controls			
16. High-efficiency air filters are installed wherever systems circulate workplace air.			
17. Ventilation rates are increased by cubic feet per minute for air rate exchanges.			
18. Physical barriers (e.g., plexiglass, clear plastic sheathing) are installed to reduce employees' risk of exposure (e.g., for reception, cashiers, shipping/receiving).			
Administrative Controls			
19. Phone or virtual meetings are encouraged in order to avoid groups meeting in person.			
20. Employees are subdivided into smaller groups.			
21. Work shifts are staggered.			
22. Company vehicles are used by only one person.			
23. In lieu of single-person vehicle use, vehicles are disinfected between drivers.			
24. Individually packaged water bottles are provided to employees.			
25. Only HEPA filter vacuum cleaners are used.			
26. Employees are trained on hazard communication based on chemicals they may use to clean or disinfect.			
Visitors			
27. Deliveries are coordinated to one control point at the facility.			

	Yes	No	N/A
28. Delivery drivers are instructed to remain with their vehicles.			
29. Delivered items are disinfected before entering the facility.			
30. No-contact thermometers are available to take a visitor's temperature.			
31. Visitors exhibiting symptoms (e.g., fever, cough, shortness of breath) are prevented from entering the workplace.			
32. Visitors must confirm that they have not been in contact with someone who has flu-like symptoms in the past 72 hours.			
33. Visitors do not share personal items (e.g., pens) with others.			
Personal Protective Equipment (PPE)			
34. Employees wear cloth face masks when appropriate per local and federal recommendations.			
35. If respiratory protection (including N95 respirators) is required, a formal respiratory protection program is in place.			
36. Employees who voluntarily choose to wear N95 respirators have been provided with a copy of Appendix D of the OSHA Respiratory Protection Standard, 29 CFR 1910.134.			
37. Nitrile, latex, vinyl or rubber gloves are available, and employees are required to wear them when cleaning areas of potential exposure.			
38. Employees do not share PPE.			
Disinfecting			
39. EPA-registered household disinfectant is used for cleaning surfaces and objects. https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2			
40. A bleach solution of 1/3 cup or 5 tablespoons of water per gallon is used.			
41. High-pressure air or water is not used to clean surfaces, as it can re-aerosolize infectious materials.			
42. The workplace follows <u>OSHA 1910.141</u> standards for sanitation requirements.			

Notes: