Workplace Checklist for Prevention of Exposure to SARS-CoV-2 Virus in Public Employment

CONTENTS

Introduction

This checklist is a tool to help employers, unions, and workers in public agencies to assess workplace exposure, and identify prevention and control measures for SARS-CoV-2, the virus that causes COVID-19 disease. Key exposure risk factors include working within 6 feet of people who are known to be or are potentially infected with the virus and working with equipment, materials, and/or surfaces that are potentially contaminated with the virus.

This document may be completed collaboratively by employer and worker representatives or individually by each party. The checklist uses a yes/no format. If a question is not applicable, users should place N/A in the box. The "Note" box should be used to provide any details. The tool may be modified by users to make it more site- and industry-specific.

After completing the checklist, be sure to:

1. Review each item.
2. Develop an action plan that lists each item, who is responsible, what needs to be done, and by when.
3. Develop a communication plan to inform employees, customers, and the public of actions taken by the organization to protect workers and the public from exposure to the virus.

Employer/Agency Name	
Employer/Agency Location(s)	
Name of person(s) completing this checklist	
Date of completion	

Adapted from "Workplace Checklist for Prevention of Exposure to SARS-CoV-2 Virus in Non-Healthcare Industries" from the **NIH**: National Institute of Environmental Health Sciences Worker Training Program.

COVID-19 Exposure Control Plan	YES	NO	N/A
1. Has the employer deployed a safety and health committee or other forum for frontline workers and other key stakeholders, including the union, local/county/state health departments, community partners, etc., to participate in the development of the COVID-19 exposure control plans?	○	○	○
2. Has the employer developed a written COVID-19 Exposure Control Plan that includes an Incident Command System to manage the execution of the plan?	○	○	○
3. Has the employer identified essential employees and other critical inputs (e.g. materials, contractor services/products and logistics, etc? required to maintain agency operations?	○	○	○
4. Has the employer conducted a Job Hazard/Safety Analysis for each position?	○	○	○
5. Has the employer put the most effective method(s) for minimizing exposure to SARS CoV-2 in place?	○	○	○
6. Are employees encouraged to speak up, without fear of retaliation, if they have safety and health concerns or if they observe violations of employer policies and procedures?	○	○	○
7. Is there a formal process for employees to file complaints and offer suggestions?	○	○	○
8. Has the employer provided communications and training on the following:			
a. Self-reporting expectations?	○	○	○
b. Safety and health protocols and control measures?	○	○	○
c. Information on the virus and how it is transmitted in advance of work?	○	○	○
d. Is there an educational session planned for explaining the pandemic plan to staff and outlining the roles of those responsible for implementing the plan?	○	○	○
9. What is the communication plan for disseminating information to staff and the community, and does the plan ensure language, culture and reading-level appropriateness?	○	○	○
10. Have platforms been developed (e.g., hotlines, dedicated websites) for communicating pandemic status and actions to employees, vendors, suppliers, and clients inside and outside the work site in a consistent and timely way, including redundancies in the emergency contact system?	○	○	○
11. If so, is there a plan in place to test these platforms for communicating pandemic status and actions to staff and the community?	○	○	○
12. Does the plan incorporate scenarios that address agency functioning based upon having various levels of illness among employees and different types of community containment interventions?	○	○	○

13. Does the plan identify services provided by the agency that will be crucial during a pandemic, services that can be suspended, and services that should continue but in a modified form during a pandemic?	○	○	○
14. Does the plan have a process to train and prepare ancillary workforce (e.g., contractors, employees in other job descriptions, retirees, etc.) to perform critical services?	○	○	○
15. Has the agency developed a continuity-of- operations plan for maintaining essential operations, including payroll, and for ongoing communication with employees and the community?	○	○	○
16. Other? _____			

NOTES

Measures to Maintain Social Distancing	YES	NO	N/A
Does the plan include guidelines to modify the frequency and type of face-to-face contact (e.g., handshaking, seating in meetings, office layout, etc.) among employees and between employees and stakeholders?			
1. Has the employer placed signage at each entrance of the facility to inform all employees, customers, and visitors of the that they:			
a. Shall not enter the facility if they have a cough or fever?	○	○	○
b. Shall maintain a minimum six-foot distance from one another?	○	○	○
c. Shall practice respiratory etiquette when inside?	○	○	○
2. Is all signage readable, clear, and presented in language(s) consistent with those spoken in the workplace and community?	○	○	○
3. Is signage or barriers in place inside the building to help maintain 6 feet of separation?	○	○	○
4. Has the organization established a maximum occupancy and enforceable procedure to ensure a minimum of 6 feet distance between employees, customers, and visitors?	○	○	○
5. Has the employer modified the workplace and work practices to ensure at least 6 feet of physical distancing?	○	○	○
6. Are markings or barriers in place to establish one-way directional traffic inside facilities to prevent choke points (bottlenecks)?	○	○	○
7. Are there controls in place to prevent congestion in elevators, stairways, restrooms, meeting and training rooms, locker rooms, break rooms, cafeterias, and transport services?	○	○	○
8. Has the employer notified personnel to avoid carpooling?	○	○	○
9. Has the employer provided direction to workers on how to protect themselves when 6 feet of physical distancing is not maintained?	○	○	○
10. Other? _____			

NOTES

Engineering Controls	YES	NO	N/A
1. Has the employer adjusted the heating ventilation and air conditioning (HVAC) system so that it maximizes ventilation (dilution of air – disable demand-controlled ventilation and open outdoor air dampers to 100% as indoor and outdoor conditions permit and keeping systems running longer hours … 24/7 if possible)?	◯	◯	◯
2. Has the employer investigated improving central air and other HVAC filtration to MERV-13 (ASHRAE 2017b) or the highest level achievable?	◯	◯	◯
3. Had the employer considered adding portable room air cleaners with HEPA or high-MERV filters with due consideration to the clean air delivery rate (AHAM 2015)?	◯	◯	◯
4. Has the employer considered air duct or air-handling unit-mounted, upper room, and/or portable UVGI devices in connection to in-room fans in high-density spaces such as waiting rooms, prisons, and shelters?	◯	◯	◯
5. Does the HVAC system maintain temperature and humidity as applicable to the infectious aerosol of concern?	◯	◯	◯
6. Can the system bypass the energy recovery ventilation systems that leak potentially contaminated exhaust air back into the outdoor air supply?	◯	◯	◯
7. Has the employer maximized the use of technology to minimize face to face interactions?	◯	◯	◯
8. Have select doors been bypassed to decrease touching of push bars and handles, consistent with security and fire safety requirements (e.g., automatic doors or separate entrance and exit)?	◯	◯	◯
9. Has the employer considered eliminating use of time clocks and other devices that cause a gathering of where it is difficult to maintain social distancing of employees?	◯	◯	◯
10. Have employers with residents such as corrections, nursing, and long-term care, and other institutions, developed procedures for early identification and isolation of people who are suspected or known to have COVID-19 in negative air pressure isolation rooms?	◯	◯	◯
a. If negative air pressure isolation rooms are not available, have procedures been established to quickly and safely transport people to healthcare facilities that do have them?	◯	◯	◯
11. Have workers who transport people with suspected or known COVID-19 been trained to do the following:			
a. Open windows for maximum air circulation?	◯	◯	◯

b. Set the vehicle to outside air circulation?	◯	◯	◯
c. Use PPE and respiratory protection	◯	◯	◯
12. Other? _____			

NOTES

Work Practices

	YES	NO	N/A
1. Has the employer ceased all non-essential travel?	○	○	○
2. Has the employer put a process in place to vet the necessity of travel if it is required?	○	○	○
3. Has the employer established a policy enabling employees perform their jobs remotely (i.e., telework) or by flexible work hours (e.g. staggered shifts)?	○	○	○
4. Has the employer implemented zero or minimal customer contact procedures, such as online or telephone ordering and curbside pickup?	○	○	○
5. Have work shifts and break times been staggered to reduce choke points (bottleneck) and congestion?	○	○	○
6. Have conference rooms and break area furnishings (tables, chairs, desks) been adjusted to maintain physical distancing?	○	○	○
7. Have self-service tasks previously performed by customers been discontinued, such as allowing customers to handle lids for cups, food-bars (buffet), and self-checkout?	○	○	○
8. Have contactless payment systems been established, or, if not feasible, procedures established for sanitizing payment equipment between each use?	○	○	○
9. Has the employer suspended allowing customers to bring their own bags, mugs, or other reusable items?	○	○	○
10. Has the employer erected physical barriers such as plexiglass or windows, or employed other means to separate customers and employees?	○	○	○
11. Has the employer banned the sharing of headsets and other objects that are used near the eyes, nose, and mouth?	○	○	○
12. Are customers and employees required to wear face covering to reduce spread of the SARS-CoV-2 virus?	○	○	○
13. Has the agency implemented an exercise/drill to test the pandemic plan and to discover gaps in its implementation so the plan can be regularly improved?	○	○	○
14. Has the agency developed a recovery plan to deal with consequences of the pandemic (e.g., loss of staff, financial and operational disruption, etc.)?	○	○	○
15. Other? _____	○	○	○

NOTES

Enhanced Cleaning and Disinfection

	YES	NO	N/A
1. Are handwashing facilities available to all employees with soap and running water?	○	○	○
2. Are alcohol-based hand sanitizers available to all employees, at entrances and exits, and field locations and regularly maintained?	○	○	○
3. Has the organization developed a cleaning and disinfection schedule that includes the following:			
a. A routine enhanced cleaning/disinfection schedule.	○	○	○
b. Employees trained and assigned to perform cleaning/disinfection tasks, including information on product contact time.	○	○	○
c. Use of PPE and safe work practices to prevent chemical exposures.	○	○	○
d. Availability of cleaning supplies and EPA-registered disinfectants effective against the SARS CoV-2 virus.	○	○	○
e. Consideration of less toxic disinfectants that minimize health risks (e.g., green cleaning alternatives).	○	○	○
f. Identified "high touch" surfaces such as tables, chairs, doorknobs, light switches, handles, desks, toilets for frequent surface cleaning and disinfection.	○	○	○
g. Identified shared equipment such as phones, pens, keyboards, touch screens, and remote controls and processes for cleaning and disinfection.	○	○	○
h. Enhanced cleaning and disinfection procedures when there is a suspected or known exposure to a person with COVID-19.	○	○	○
i. Disinfectants available for customers/visitors near items they touch, such as pre-moistened wipes.	○	○	○
j. Employee(s) assigned to regularly disinfect items touched by customers.	○	○	○
4. Has the agency secured sufficient and accessible infection-prevention supplies, such as soap, alcohol-based/waterless hand hygiene products containing at least 60 percent alcohol, tissues and receptacles for their disposal?	○	○	○
5. Other? _____			

NOTES

Personal Protective Equipment (PPE) and Respiratory Protection

	YES	NO	N/A
1. Has the employer conducted a hazard assessment to determine the type of PPE that should be used, and for which job tasks?	○	○	○
2. Does the employer have a sufficient inventory of PPE, provided at no cost to employees, such as gloves, eye protection, protective clothing, and respirators?	○	○	○
3. Has the employer conducted a respiratory hazard assessment to determine the nature of and magnitude of respiratory hazards in the workplace?	○	○	○
4. Has the employer developed a written respiratory protection program that complies with OSHA requirements, including medical clearance, respirator selection, and fit testing?	○	○	○
5. Has the employer trained workers on the proper use, donning, doffing, disposal and/or decontamination of PPE and respirators?	○	○	○
6. Does the employer have a process for changing/laundering work uniforms?	○	○	○
7. Has the employer secured a 3 month supply of PPE in reserve, in the event of resurgence or another medical emergency?	○	○	○
8. Other? _____			

NOTES

Sick Leave, Symptom Screening, and Employee Health

	YES	NO	N/A
1. Are there systems, policies, or procedures in place for early identification and isolation of suspected or confirmed COVID-19 cases? This might include the identification of areas in the facility that can be used as an isolation area and infirmary.	○	○	○
2. Has the organization clearly communicated that employees are not to come to work if sick?	○	○	○
3. Have all employees been notified to report if they have symptoms of COVID-19 including fever, coughing, shortness of break, loss of smell, taste or gastrointestinal symptoms (diarrhea and nausea)?	○	○	○
4. Has the employer directed that infected/sick employees should home isolate for 14 days and not return to work until they are symptom free and have had a normal temperature for 3 consecutive days without the use of fever-reducing medication?	○	○	○
5. Does the employer have a process in place to assess employees that have an ill person in their household?	○	○	○
6. Are all employees screened for symptoms before entering the workplace?	○	○	○
7. Has the organization established a paid sick leave policy for all employees as recommended by CDC?	○	○	○
8. Does the sick leave policy allow employees to stay away from work to provide care to family members?	○	○	○
9. Has the employer established a policy to protect high-risk employees, including those over 65 years old and with pre- existing/underlying chronic medical conditions?	○	○	○
10. Has the agency worked with the local or state health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of staff during and after a pandemic?	○	○	○
11. Other? _____			

NOTES

Exposures and Case Reporting

	YES	NO	N/A
1. Has the employer established a procedure for employees to report exposures occurring at work or in the community?	◯	◯	◯
2. Does the exposure procedure include home isolation for 14 days?	◯	◯	◯
3. Does the exposure procedure include cleaning and disinfection of potentially contaminated areas?	◯	◯	◯
4. Has the organization developed a return-to-work policy for employees that have tested positive and/or recovered from COVID-19 like illness?	◯	◯	◯
5. Has the employer suspended the requirement for employees who are in home isolation to provide medical documentation to return to work, as recommended by CDC? Note: This is so that people in home isolation that do not have symptoms or who have low level symptoms DO NOT go to the emergency room or their primary provider.	◯	◯	◯
6. Has the employer developed a process for contact tracing when an employee tests positive or becomes symptomatic with COVID-19?	◯	◯	◯
7. Has the employer established a relationship with the local, county, and state health department to coordinate case reporting and contact tracing?	◯	◯	◯
8. Has the employer developed a process for informing employees when they have been exposed to a person suspected or confirmed to have COVID-19?	◯	◯	◯
9. Other? _____			

NOTES

Measures to Protect Employee Mental Health and Physical Well-Being	YES	NO	N/A
1. Has the employer developed a program to address the psychological well-being of employees?	○	○	○
2. Does the employer provide access to an employee assistance program?	○	○	○
3. Does the employer provide adequate mental health benefits?	○	○	○
4. Does the employer have a process where employees can confidentiality report when they are experiencing job and life stress without fear of retaliation?	○	○	○
5. Are there work factors that contribute to employee stress and fatigue that should be addressed?	○	○	○
6. Does the organization help employees to maintain their psychological and physical health?	○	○	○
7. Other? _____			

NOTES