COVID-19 Infection Prevention Checklist for Employers

No matter where you work, you need to take steps to reduce COVID 19 infection in the workplace. The steps you take now can reduce health risks and lost time for all your staff.

Before staff returns:

- ☐ Plan strategies to reduce face to face contact and increase space between workers
- ☐ Move furniture to increase space between work areas whenever possible
- ☐ Establish flexible work practices to allow for teleworking or staggered shift schedules
- ☐ Determine training needs and resources
- ☐ Post educational information (like handwashing or respiratory etiquette posters)
- ☐ _____
- ☐ _____

Once you have re-opened:

- ☐ Promote frequent handwashing
- ☐ Promote proper respiratory etiquette. Everyone should cover coughs and sneezes
- ☐ Provide tissues, soap or hand sanitizer (>60% alcohol), trash receptacles
- ☐ Remind workers that used tissues should be disposed of right away
- ☐ Update office practices to reduce sharing desks, phones, computers, and other equipment
- ☐ Maintain good housekeeping practices which include frequent disinfecting of common-use surfaces and equipment
- ☐ _____
- ☐ _____

If someone gets sick:

- ☐ Encourage anyone with symptoms (fever, cough, shortness of breath) to stay home
- ☐ Revisit your strategies. Any lessons learned? Items needing to be updated?
- ☐ _____
- ☐ _____

Do you have enough...?

- ☐ Tissues
- ☐ Hand sanitizer
- ☐ Soap refills
- ☐ Disinfecting cleansers (look for EPA-approved solutions)
- ☐ Trash receptacles
- ☐ Signs and posters