

Pandemic Preparedness Checklist

Process & Procedures

- ☐ Are Covid-19 updates posted on company bulletin boards? Or have they been provided via internal communications?
- ☐ Have Supervisors been adequately trained on the implications of Covid-19?
- ☐ Have you given employees accurate information about ways to prevent the spread of infection?
- ☐ Are employees aware of the symptoms of Covid-19?

Symptoms of Covid-19:

The main symptoms to look out for are:

- Cough
- High temperature (100.4° F or greater)
- Shortness of breath
- Lost sense of smell
- Discoloration of hands and/or feet

Cleaning and Disinfecting Surfaces

- ☐ Have you reviewed cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected?
 - You should ensure that public surfaces such as counters, doorknobs, handles, and light switches are regularly disinfected and create list so that items are not forgotten.
- ☐ Have you followed [CDC guidance](#) for cleaning & disinfecting hard surfaces as well as soft porous surfaces?
 - For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

- Diluted household bleach solutions can be used on hard, non-porous surfaces. Ensure proper ventilation.
 - Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.
 - For soft (porous) surfaces such as carpet, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- ☐ Do you have someone in your company that oversees cleaning/ disinfecting to verify that it is being done?
- Create a list of cleaning supplies along with their respective locations so that you do not run out of stock and supplies can be easily replaced.
- ☐ Have appropriate items been laundered following [CDC guidance](#)?
- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
 - Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Employee Hygiene and Handwashing Protocol

- ☐ Are staff members following the [CDC recommended hand washing protocol](#)?
- ☐ Are staff members wearing disposable gloves and protective clothing for all tasks in the cleaning process, including handling trash?
- Gloves and protective clothing should be removed carefully to avoid contamination of the employee and the surrounding areas. Be sure to clean hands after removing gloves.
 - Cleaning staff should immediately report damage to PPE (ex: tear/ puncture in gloves) or any potential exposures to their supervisor.
- ☐ Are employees following normal preventive actions while working, including washing hands and avoiding touching eyes, nose, or mouth with unwashed hands?

- ☐ Do you have hand sanitizer readily available to all employees?
- ☐ Does the Hand Sanitizer contain at least 60% alcohol?

Personal Protective Equipment (PPE) and Safety Messaging

- ☐ Do you have a policy regarding employee face covering? (disposable masks, cloth masks, balaclava, etc)
- ☐ Is there a plan in place to screen employees for illness as well as providing screeners the appropriate PPE?
- ☐ Have employees been supplied enough PPE so that they do not have to share with other employees?
- ☐ Do you have plan in place for cleaning/ disinfecting PPE? (fall protection, hard hats, eyewear, etc)
- ☐ Is there a policy for visitors inside your facility/ on jobsites, and are you providing them the needed PPE and/or requiring them to provide their own?
- ☐ Do you need to create physical barriers between certain employee workstations or visitors/ customers that work near one another?
- ☐ Is safety messaging (signage, floor tape, etc.) needed to create safe work environment by reminding them of safety measures, company protocol?
- ☐ Have you inquired about pandemic response PPE safety requirements when working at another companies' jobsites so that you are prepared?