

COVID-19 BUSINESS SAFETY CHECKLIST

Prevent and reduce transmission among employees ^{1,2}

Item	Completed	Ongoing	Not Started	N/A
Monitor federal, state, and local public health communications about COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure workers have access to current information. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Check local public health information and the CDC, CDPH, and Yolo County COVID-19 websites daily, or as needed depending on local conditions. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reinforce how employees can protect themselves and others from COVID-19 by communicating the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If you have symptoms: <ul style="list-style-type: none"> ○ notify your supervisor ○ stay home ○ get tested and test anyone with close contact 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If you are sick, follow CAL/OSHA and CDC-recommended steps, and do not return to work until:³ <ul style="list-style-type: none"> ○ At least 10 days have passed since symptom onset and ○ At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and ○ Other symptoms have improved 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If you are well but have someone in your household who has COVID-19 <ul style="list-style-type: none"> ○ notify your supervisor ○ get tested and test cohabitants ○ follow CDC, CDPH, and CAL/OSHA recommended precautions (go.usa.gov/xvHew) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • When outside the home, follow the current CAL/OSHA, CDPH and Yolo County Health Department face covering guidance.⁴ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Wash hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Avoid touching eyes, nose, and mouth. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> Cover mouth and nose with a tissue or inside of the elbow when coughing or sneezing, immediately throw tissue in trash, then wash hands. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Clean and disinfect frequently touched objects and surfaces at the beginning and end of each shift. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Avoid using other employees' phones, desks, offices, or other work tools and equipment. Clean and disinfect between employees if sharing occurs. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Avoid large gatherings and stay at least 6 feet from others when possible. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Get tested for COVID-19 once or twice a week (<i>Recommendation differs from CDC guidance for early detection of COVID-19 and COVID-19 variants</i>) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide time off for COVID-19 vaccination appointments and recovery time if needed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan for conducting daily in-person or virtual health checks (e.g., symptom and/or temperature screening) before employees enter the facility:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Use social distancing (about 6 feet distance), barriers or partitions, and/or personal protective equipment (PPE) to protect screeners. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If taking temperatures, use touchless thermometers. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consider designating doorways as “entry only” or “exit only.” 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct a hazard assessment of the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify potential hazards that might expose workers to COVID-19. ⁵				
Low Exposure				
<ul style="list-style-type: none"> Remote Workers Office workers who do not have frequent close contact with coworkers, customers, or to the public 				

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<p>Medium Exposure</p> <ul style="list-style-type: none"> Employees who have frequent or sustained contact with coworkers, including under close working conditions outdoors or in well ventilated spaces in various types of industrial, manufacturing, agriculture, construction, and other critical infrastructure workplaces. Employees who have frequent outdoor or well-ventilated contact with the public, including workers in retail stores, grocery stores or supermarkets, pharmacies, transit and transportation operations, law enforcement and emergency response operations, restaurants, and bars. 				
<p>High Exposure</p> <ul style="list-style-type: none"> Employees who have frequent or sustained contact with coworkers, including under close working conditions indoors or in poorly ventilated spaces in various types of industrial, manufacturing, agriculture, construction, and other critical infrastructure workplaces. Employees who have frequent indoor or poorly ventilated contact with the public, including workers in retail stores, grocery stores or supermarkets, pharmacies, transit and transportation operations, law enforcement and emergency response operations, restaurants, and bars. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Very High Exposure</p> <ul style="list-style-type: none"> Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures on known or suspected COVID-19 patients. Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients 				
<p>Plan for what to do if an employee is sick at work.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Immediately separate employees who appear to have symptoms from others in the workplace. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> Have a procedure for safe transport of a sick employee to home or a healthcare facility. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consider keeping a stock of BinaxNow or Ellume home COVID-19 test kits on hand to test symptomatic employees in real-time. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop an action plan for suspected/confirmed cases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If it has been fewer than 7 days since the sick employee has been in the facility:				
<ul style="list-style-type: none"> Close off areas that have been used by the sick person for extended periods of time (e.g., their desk or workstation). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Wait 24 hours (or as long as possible), then clean and disinfect the area. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Open outside doors and windows to increase air circulation during the waiting period. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection beyond routine efforts is not necessary:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Determine which employees may have been exposed to the virus and may need to take additional precautions: 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Most workplaces can follow the Public Health Recommendations for Community-Related Exposure (go.usa.gov/xvHz3) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maintain healthy business operations

Item	Completed	Ongoing	Not Started	N/A
Protect higher risk employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Support and encourage telework, if available. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Item	Completed	Ongoing	Not Started	N/A
<ul style="list-style-type: none"> Consider offering vulnerable workers duties that minimize their contact with customers and other employees (e.g., restocking shelves). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Encourage receiving the COVID-19 Vaccination 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate supportive workplace policies. You may need to communicate with non-English speakers in their preferred languages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Train workers on how new policies to reduce the spread of COVID-19 may affect existing health and safety practices. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Communicate to contractors or on-site visitors about changes to help control the spread of COVID-19. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Create and test communication systems that employees can use to self-report if they are sick that you can also use to notify employees of exposures and closures. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess essential functions and the reliance that others have on your services or products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> When resuming onsite business operations, prioritize job functions for continuous operations. Resume business operations in phases. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish social distancing policies and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Implement flexible worksites, work hours, and meeting and travel options. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Modify the workplace to increase physical space between employees, and between employees and customers, to 6 feet or more, where feasible. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Use signs, tape marks, or other visual cues to indicate where to stand when physical barriers are not possible. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Have employees and customers follow the current CAL/OSHA, CDPH and Yolo County Health Department face covering guidance. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Item	Completed	Ongoing	Not Started	N/A
<ul style="list-style-type: none"> Discourage handshaking or other close contact. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Move the electronic payment terminal/credit card reader farther away from the cashier, if possible. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Shift primary stocking activities to off-peak or after hours, when possible. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegate authority to local managers of your business locations to take appropriate actions outlined in their COVID-19 response plans based on their local conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maintain a healthy work environment

Item	Completed	Ongoing	Not Started	N/A
Modify ventilation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Work with building maintenance staff to determine if the ventilation system can be modified to increase ventilation rates or the percentage of outdoor air that circulates into the system. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure ventilation systems operate properly and provide acceptable indoor air quality. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Disable demand-controlled ventilation (DCV). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consider adding portable HEPA filters throughout the business to increase filtration and air flow. <ul style="list-style-type: none"> Air Cleaners Sizing Calculator (https://www.air-quality-eng.com/buyer-resources/air-cleaners-sizing/) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply employees, customers, and visitors with what they need to clean hands and cover coughs and sneezes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide tissues, no-touch trash cans, and touchless hand sanitizer stations. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide soap and water. If soap and water are not readily available, provide alcohol-based hand sanitizer that is at least 60% alcohol. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> Direct employees to visit CDC's coughing and sneezing etiquette (go.usa.gov/xv6qN) and clean hands webpage (go.usa.gov/xv6qJ). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Place posters that encourage cough/sneeze etiquette and hand hygiene at the entrance to and throughout your workplace (e.g., bathrooms and kitchens). Include signs for non-English speakers, as needed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform routine cleaning and disinfecting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Follow CDC's Guidance for Cleaning and Disinfecting to develop, implement, and maintain a plan.⁶ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Clean all frequently touched surfaces at the beginning and end of each shift, at minimum. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Clean dirty surfaces using a detergent or soap and water before you disinfect them. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Disinfect using EPA-registered disinfectant that is effective against SARS-CoV-2.⁷ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide disposable disinfecting wipes so employees can wipe down commonly used surfaces before each use. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Store and use disinfectants in a responsible and appropriate manner according to the label. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Do not mix cleaning and disinfection products together. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Advise employees to always wear gloves and other PPE appropriate for the chemicals being used. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limit travel and advise employees who must travel to take additional precautions and preparations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Minimize non-essential travel. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan meetings and gatherings to lower risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Use videoconferencing or teleconferencing, when possible. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Maintain a healthy work environment

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<ul style="list-style-type: none"> Cancel, adjust, or postpone large work-related meetings or gatherings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When videoconferencing or teleconferencing is not possible: <ul style="list-style-type: none"> Hold meetings in open, well-ventilated spaces. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Follow the current CAL/OSHA, CDPH and Yolo County Health Department face covering guidance. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

References:

- Centers for Disease Control and Prevention. 2021. Community, Work, and School. [online] Available at: <<https://www.cdc.gov/coronavirus/2019-ncov/community/resuming-business-toolkit.html>> [Accessed 26 April 2021].
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- Centers for Disease Control and Prevention. 2021. Community, Work, and School. [online] Available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html#anchor_1617548426741> [Accessed 26 April 2021].
- Environmental Protection Agency. 2021. CLEANING AND DISINFECTING Best Practices During the COVID-19 Pandemic. [online] Available at: <<https://www.epa.gov/sites/production/files/2021-04/documents/cleaning-disinfecting-one-pager.pdf>> [Accessed 26 April 2021].