

**COVID-19 Supervisor Inspection Checklist**

This checklist is used to aid in ensuring the health and well-being of employees and availability of all listed applicable measures, and to identify measures not applicable for implementation. Continually monitor and check the CDC website for current data and changing conditions, recommendations, and requirements.

<b>Name:</b>		<b>Date:</b>	
<b>Company:</b>			

<input type="checkbox"/>	Copies of this Protocol have been distributed to all employees.
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The Social Distancing Protocol must be posted at each public entrance to the facility and at all 'choke points' and high-risk areas such as hallways, elevators, break areas, etc.

**Signage must be posted at each entrance that informs all entrants that they must:**

<input type="checkbox"/>	not enter the facility if they have a cough or fever;
<input type="checkbox"/>	maintain a minimum six-foot distance from one another;
<input type="checkbox"/>	sneeze and cough into a cloth or tissue, or if not available, into one's elbow;
<input type="checkbox"/>	not shake hands or engage in any unnecessary physical contact.

<b>Corrective Actions for Deficiencies:</b>	
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**Measures to Protect Employee Health (Facility)**

<input type="checkbox"/>	Everyone who can carry out their work duties from home has been directed to do so.
<input type="checkbox"/>	All employees have been told not to come to work if sick.
<input type="checkbox"/>	Symptom checks are being conducted before employees may enter the workspace.
<input type="checkbox"/>	Work activities are separated by at least six (6) feet.
<input type="checkbox"/>	Daily Attendance Log is being maintained.
<input type="checkbox"/>	Break rooms, bathrooms, handles, desks, phones, switches, and other commonly touched surfaces are being disinfected frequently.

<b>Corrective Actions for Deficiencies:</b>	
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**The Following Guidelines are Being Followed by All Workers:**

<input type="checkbox"/>	Workers are routinely washing hands with soap and water and/or hand sanitizer.
<input type="checkbox"/>	No handshaking – use other noncontact methods of greeting.
<input type="checkbox"/>	Gloves and face coverings are being worn to reduce risk of infectious exposure as deemed appropriate for job tasks.
<input type="checkbox"/>	Hand tools and work areas are routinely cleaned.
<input type="checkbox"/>	Face touching is avoided.
<input type="checkbox"/>	Workers are covering coughs and sneezes.
<input type="checkbox"/>	Phone-to-face contact is avoided.
<input type="checkbox"/>	Workers are asked daily if they are sick or have someone at home that is sick. If YES, steps outlined in the Exposure Control Plan are being followed.
<input type="checkbox"/>	Ventilation is increased in work areas by opening windows or adjusting air conditioning.

<b>Corrective Actions for Deficiencies:</b>	
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**Meetings and Work Areas - Measures to Prevent Crowds from Gathering**

<input type="checkbox"/>	Social distancing is maintained at a minimum six (6) foot distance from others.
<input type="checkbox"/>	Phones or other electronic methods such as video chat are being utilized to communicate or conduct meetings rather than engaging in face-to-face conversations.
<input type="checkbox"/>	Sitting and/or working in close proximity to others is being avoided.
<input type="checkbox"/>	Close contact with people who are sick and/or showing symptoms are avoided.
<input type="checkbox"/>	Worker density is limited where workers are forced to stand together in 'choke points' and high-risk areas such as in hallways, hoists and elevators, break areas, and buses.
<input type="checkbox"/>	Interactions when picking up or delivering equipment or materials are minimized by maintaining a minimum six (6) foot separation.
<b>Corrective Actions for Deficiencies:</b>	

**Food Handling**

<input type="checkbox"/>	Employees are washing hands before eating food.
<input type="checkbox"/>	Employees are not sharing food.
<input type="checkbox"/>	Employees are eating separately and maintaining social distancing of at least six (6) feet from others rather than congregating in groups.
<b>Corrective Actions for Deficiencies:</b>	

**Supplies**

Soap and water, hand sanitizer, disinfectant, and related supplies are available to all employees at the following location(s):

<input type="checkbox"/>	Break rooms
<input type="checkbox"/>	Restrooms
<input type="checkbox"/>	Other:
<b>Corrective Actions for Deficiencies:</b>	

**Inventory of Available Supplies**

An adequate inventory of each item must be maintained for employee use. Monitor supply usage to identify replacement schedule. Any time an item gets low request replenishment supplies.

<input type="checkbox"/>	Disinfectant spray and paper towels
<input type="checkbox"/>	Disinfectant wipes
<input type="checkbox"/>	Hand sanitizer
<input type="checkbox"/>	Respirators, face masks, face coverings, face shields
<input type="checkbox"/>	Gloves
<b>Corrective Actions for Deficiencies:</b>	

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_