



COVID-19 Reopening Guidelines Checklist for the Protection of Employees and Guests

<i>Completed By:</i>			
<i>Date Completed:</i>		<i>Supervisor:</i>	

Item		Response			Action	
No.	Description	Yes	No	N/A	Corrective Action	Remarks
1.	Do employees know to stay home if they are sick (except to receive medical care)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Do employees from a household with any members exhibiting symptoms of, or a positive test for COVID-19, know to immediately notify their supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Do members of management know what to do when an employee begins to feel sick during work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Is a contact tracing policy in effect for employees who become sick at work or report testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Is entry to the facility (employees and guests) centralized and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Is a six-foot distancing policy communicated and enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Have logistics for both inbound and outbound deliveries to the facility and outside facilities been strengthened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Are employees being provided with appropriate PPE to perform their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Has a member of management been designated as the site-specific supervisor to enforce COVID-19 policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	Have "choke-points" and "high risk areas" been identified and effectively controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11.	Have alternative work hours been introduced as a means to reduce density in the workplace, with required pre-shift meetings and orientations adjusted accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12.	Are workers instructed to use their own tools and equipment, and the frequency of their cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13.	Has a cleaning chemical policy been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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14.	Are required hygienic practices posted for all workers to understand compliance, and are facilities/products available to support these best practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15.	Have employees been advised against carpooling and discouraged from using mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16.	Are “no touch” waste bins available for paper towels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17.	Are employees being instructed the proper manner to protect others from their cough or sneeze?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18.	Is a personal laundry safety message being disseminated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19.	Are alternatives to meeting rooms being promoted to support social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
20.	Are COVID-19 case numbers being shared with contractors and vendors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
21.	Are Human Resources staff and tools being reinforced with all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
22.	Are worksite guests, onsite vendors and the general public being qualified for entry to the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
23.	Has your reception team been prepared for receiving worksite guests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
24.	Has your reception area been prepared for worksite guests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Additional Resources

For additional resources, tools, information, and links, please visit our COVID-19 resource page at www.usi.com/public-health-emergencies.

