

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

Completed By:		
Date Completed:	Supervisor:	

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)?					
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?					
3.	Do members of management know what to do when an employee begins to feel sick during work?					
4.	Is a contact tracing policy in effect for employees who become sick at work or report testing positive for COVID-19?					
5.	Is entry to the facility (employees and guests) centralized and controlled?					
6.	Is a six-foot distancing policy communicated and enforced?					
7.	Have logistics for both inbound and outbound deliveries to the facility and outside facilities been strengthened?					
8.	Are employees being provided with appropriate PPE to perform their work?					
9.	Has a member of management been designated as the site-specific supervisor to enforce COVID-19 policies?					
10.	Have "choke-points" and "high risk areas" been identified and effectively controlled?					
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?					
12.	Are workers instructed to use their own tools and equipment, and the frequency of their cleaning?					
13.	Has a cleaning chemical policy been implemented?					



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

Additional Resources

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



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