

# Risk Mitigation Checklist

You shouldn't wait until an employee is exposed to or tests positive for the COVID-19 virus. Rather, you should create a facilities plan that will help keep your employees as safe as possible. Here are some things to consider as you develop your plan:

- What kind of building ventilation do I have? Can I create more ventilation?
- Should we remove any personal and industrial fans from offices or from shop floor?
- Can I use UV lights on any surfaces to kill bacteria?
- Do I have Safety Data Sheets for all the cleaning chemicals I am using?
- What cleaning chemicals should I use?
- Can I control personnel access in some parts of the facility?
- What are the best methods to clean surfaces in my facility?
- What surfaces should we clean and how often should we clean them?
- Who will do the cleaning?
- What PPE is needed for people doing the cleaning? How often should PPE be cleaned or disposed of?
- Have I properly trained the cleaning personnel?
- What can we do to increase distances between workers?
- What is the protocol for when an employee is exposed to or tests positive for the illness?
- How can I schedule breaks to minimize contact between employees in lunchrooms, breakrooms and smoking areas?
- How can I alter shift hours so there is no overlap of personnel between shifts? Can we use a different communication tool for shift handoff?
- How do I create a visitor policy to ensure I am not allowing a visitor in that may create a risk to my employees?

You may want to create a hazard risk assessment in order to determine the frequency of cleaning. Here is an example of how you might set one up (NOTE: this is an example and you should determine the risks for your specific facility and how often surfaces should be cleaned).

Frequency of Contact	Surface Type	Cleaning Frequency
HIGH	Doorknobs to restrooms, entrances, breakrooms	Every 2 hours
HIGH	All restroom fixtures and stalls	Every 2 hours
HIGH	Water fountain handles	Every 2 hours
HIGH	Shared computer workstations	Every 2 hours
MEDIUM	Tables, appliances, cabinets in breakroom	After each break
MEDIUM	Forklifts, pallet jacks	Every 4 hours
MEDIUM	Handtools	After each use
LOW	Doorknobs to individual offices	Daily
LOW	Individual computers, phones, keyboards, cell phones	Daily