

COVID-19 Checklist

The Centers for Disease Control and Prevention has issued new guidelines for essential workers, such as those in the health care and food supply industries. The guidance is focused on when those workers can return to work after being exposed to the coronavirus.

- » Do take your temperature before work.
- » Do wear a face mask at all times.
- » Do practice social distancing as work duties permit.
- » Don't stay at work if you become sick.
- » Don't share headsets or objects used near face.
- » Don't congregate in the break room or other crowded places.

The CDC also issued guidance for employers in essential industries.

- » Do take employees' temperature and assess for symptoms prior to their starting work.
- » Do increase the frequency of cleaning commonly touched surfaces.
- » Do increase air exchange in the building.
- » Do send sick workers home immediately.
- » Do test the use of face masks to ensure they don't interfere with workflow.

Responding to a COVID-19 Exposure at Your Business

The following can serve as a checklist for what you should do if you suspect a COVID-19 exposure has occurred at your workplace. This advice is based upon recommendations from the CDC. You can use the sources in this document and on the [CDC's website](#) to ensure you have the latest updates and recommendations. Be sure to refer to your state's recommendations as well.

✓ Protect your Staff

- » Employees (or visitors) who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and sent home immediately.
- » Provide the employee with a copy of the CDC's [2019 COVID-19 Fact Sheet](#).
- » Refer to your state's guidance to determine appropriate follow-up and notifications. Review their Business Guidance recommendations.
- » If possible, identify which areas of your facility were visited by the sick individual and which staff may have encountered him or her. Consult with your state's guidance on appropriate actions (they may recommend a 14-day home self-quarantine for these workers).
- » Consider a temporary shutdown to thoroughly clean the facility before re-opening for business. Implement leave, flexible work arrangements and work-from-home arrangements.

- » Communicate with your staff, suppliers, customers and business partners on your facility status and plans.
- ✓ **Conduct a Thorough Environmental Cleaning**
- » Refer to CDC's [Environmental Cleaning and Disinfection Recommendations](#) for what steps are required at your site.
- » It is recommended to close off areas used by the ill people and wait until practical before cleaning and disinfecting to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before cleaning and disinfecting.
- » Ensure all cleaning staff receive proper training in advance and have proper Personal Protective Equipment (PPE). The recommended PPE include gowns, gloves and goggles or face shields for splash protection.
- » Review [OSHA standards](#) as it relates to dealing with cleaning products and proper use of PPE.
- » Cleaning staff should clean and disinfect all areas (e.g., offices, restrooms, machines and common areas) used by the ill people, focusing especially on frequently touched surfaces.
- » If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- » For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common [Environmental Protection Agency-registered household disinfectants should be effective](#).
- » Do not use compressed air or water sprays to clean potentially contaminated surfaces, as these techniques may aerosolize infectious material.
- » Ensure the cleaning staff follow proper and frequent handwashing practices.
- » Properly dispose or clean PPE, laundry and refuse. Have a process to monitor global events to identify potential supply chain disruptions early.

For more information, contact



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