COVID – 19 Reopening – Inspection Checklist

*This checklist is designed to be a guide for a self-inspection in preparation of transitioning employees back into the workforce, as COVID-19 related restrictions are lifted.*

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| Name: | Location/Department Division: |
| Conducted by: | Date Completed: |

| **Protocols** | | | **ABSENT** | | **NEEDS WORK** | | **OKAY** | | **N/A** | |
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| **cOMMUNICATION** | | | | | | | | | | |
| **Employee Communications** | | | | | | | | | | |
|  | Signs are posted at entries stating entry requirements and restrictions. |  | |  | |  | |  | |
|  | Signs are posted reminding employees of expected behaviors, i.e., social distancing, hand hygiene, coughing and sneezing protocols, safe work practices, PPE, etc. |  | |  | |  | |  | |
|  | COVID – 19 Prevention Plan is available to employees upon request or is digitally posted in an employee accessible location. |  | |  | |  | |  | |
|  | Other applicable Cal/OSHA compliance plans are available to employees upon request or are digitally posted in an employee accessible location. |  | |  | |  | |  | |
| **Consumer/Public Communications** | | | | | | | | | | |
|  | Signs posted at entries stating entry requirements and restrictions |  | |  | |  | |  | |
|  | Signs posted within the facilities reminding consumers of expected behaviors once they enter, i.e., social distancing, hand hygiene, coughing and sneezing protocols, PPE, etc. |  | |  | |  | |  | |
|  | Lines delineated on the ground in queuing locations to provide social distancing guidance |  | |  | |  | |  | |
|  | Direction of travel signs in narrow access areas to enhance social distancing |  | |  | |  | |  | |
|  | Where feasible, employees who have frequent interaction with the public are protected with engineering controls such as Plexiglas screens, tables or other physical barriers, or spatial barriers of at least six feet. |  | |  | |  | |  | |
|  | Organization’s service status posted on its website, i.e., hours of operation, special conditions for vulnerable populations, entry restrictions |  | |  | |  | |  | |
| **Infectious Disease Exposure Controls** | | | | | | | | | | |
| **Engineering Controls[[1]](#footnote-1)** | | | | | | | | | | |
|  | Appropriate feasible engineering controls in place |  | |  | |  | |  | |
|  | Documented engineering control inspections and maintenance |  | |  | |  | |  | |
| **Administrative Controls** | | | | | | | | | | |
|  | Protocols in place for sending sick employees’ home |  | |  | |  | |  | |
|  | Non-essential travel restrictions updates provided to employees as they change |  | |  | |  | |  | |
|  | Establishment of virtual communications and meetings |  | |  | |  | |  | |
|  | Increasing distance between workstations for essential employees required to come to the workplace |  | |  | |  | |  | |
|  | Reducing the number of employees assigned to an area or vehicle (i.e., maintenance and public work crews) |  | |  | |  | |  | |
|  | Reduced seating in break areas |  | |  | |  | |  | |
|  | Establishment of remote work protocols |  | |  | |  | |  | |
|  | Vaccinations, when available, made available to employees with high risk exposure positions |  | |  | |  | |  | |
| **Safe Work Practice Controls** | | | | | | | | | | |
|  | Promotion of personal hygiene, i.e., provision of tissues, trash cans, hand soap, hand sanitizer |  | |  | |  | |  | |
|  | Hand sanitizer dispensers provided at entries, service areas, copy machines and other shared-use equipment, outside restrooms, etc. |  | |  | |  | |  | |
|  | Hand washing signs posted in restrooms and breakrooms |  | |  | |  | |  | |
|  | Hand sanitizing reminders posted in service vehicles |  | |  | |  | |  | |
|  | Deep cleaning procedures/services arranged for decontamination of areas known to have been touched by persons with confirmed infectious disease |  | |  | |  | |  | |
| **Personal Protective Equipment (PPE) Controls** | | | | | | | | | | |
|  | PPE appropriate to the hazard exposure readily available to employees |  | |  | |  | |  | |
|  | Employees aware of how to obtain replacement of damaged/used PPE |  | |  | |  | |  | |
|  | Provisions made for proper storage of multi-use PPE |  | |  | |  | |  | |
|  | Provisions available for sanitizing multi-use PPE |  | |  | |  | |  | |
|  | Employees instructed not to share PPE |  | |  | |  | |  | |
| **Active Screening Controls** | | | | | | | | | | |
|  | Adequate number of non-touch thermometers available |  | |  | |  | |  | |
|  | Personnel charged with screening trained in screening procedures |  | |  | |  | |  | |
|  | Screening personnel provided with appropriate PPE |  | |  | |  | |  | |
|  | Social distancing maintained during screening |  | |  | |  | |  | |
|  | Workplace entry times staggered to reduce congestion during screening process |  | |  | |  | |  | |
|  | Health questionnaire follows CDC and Equal Employment Opportunity Commission (EEOC) guidelines |  | |  | |  | |  | |
|  | EEOC ruling regarding active health screening provided to employees |  | |  | |  | |  | |
|  | Active screening records maintained in accordance with HIPPA regulations |  | |  | |  | |  | |
| **Infectious Disease Exposure Control training** | | | | | | | | | | |
|  | Documentation of infectious disease control training provided to all employees |  | |  | |  | |  | |
|  | Documentation of applicable Cal/OSHA standards training provided to affected employees |  | |  | |  | |  | |
|  | Documentation of inspection and maintenance procedures training for personnel charged with maintenance of engineering controls |  | |  | |  | |  | |
|  | Documented digital fraud and cyber-attack training |  | |  | |  | |  | |
| **Information technology and cyber security** | | | | | | | | | | |
|  | Data backed up daily |  | |  | |  | |  | |
|  | At least one copy of back up maintained in off-line secure location |  | |  | |  | |  | |
|  | Remote employees equipped with organization-owned equipment, i.e., computers, laptops, tablets, phone, monitors, and printers |  | |  | |  | |  | |
|  | Network infrastructure devices, wireless devices, and devices being used to remote into work environments are updated with the latest operating systems, software patches, and security configurations |  | |  | |  | |  | |
|  | Remote users required to use VPN |  | |  | |  | |  | |
|  | Multifactor authentication protocols in place for remote users |  | |  | |  | |  | |
|  | All system users required to use strong passwords, i.e., must be at least 8-16 characters containing numbers, symbols, upper/lower case letters, and spaces |  | |  | |  | |  | |
|  | All system users required to change their passwords at least quarterly |  | |  | |  | |  | |
|  | Remote access log maintained and reviewed |  | |  | |  | |  | |
|  | System attack detection and incident response/recovery have been ramped up |  | |  | |  | |  | |
|  | RDP prohibited |  | |  | |  | |  | |
|  | Addition of software to organization-owned equipment restricted to IT personnel |  | |  | |  | |  | |
| **Recovery** | | | | | | | | | | |
|  | Employee is designated to monitor changing conditions, CDC, and government mandates |  | |  | |  | |  | |
|  | Team monitors impact of infectious disease outbreak on operations and budget |  | |  | |  | |  | |
|  | Team authorized to develop/modify return-to-workplace protocols |  | |  | |  | |  | |
| **Infectious Disease Exposure Control Record keeping** | | | | | | | | | | |
|  | Training documentation available in a central tracking/storage location |  | |  | |  | |  | |
|  | Engineering controls inspection documentation available in a central tracking/storage location |  | |  | |  | |  | |
|  | Engineering controls maintenance documentation available in a central tracking/storage location |  | |  | |  | |  | |
|  | COVID-19 compliance inspection documentation available in central tracking/storage location |  | |  | |  | |  | |

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| **NOTES** |
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1. Engineering controls are dependent on the exposure hazard and consequences of exposure. [↑](#footnote-ref-1)