

# COVID-19 DAILY CHECKLIST

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

## SELF-CERTIFICATION

YES NO N/A

Have any employees shown visible signs and symptoms of COVID-19?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Have all workers and visitors self-certified that they do not have COVID-19 prior to working?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Have all workers and visitor's temperature have been taken prior to entering the building?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## SANITATION & HYGIENE

YES NO N/A

Has routine cleaning been performed on all frequently touched surfaces (workstations, telephones, handrails, doorknobs, etc.)?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are cleaning products stocked and readily available for employee use including: disinfectant wipes & EPA approved disinfectant products?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are doors propped open, when possible, to avoid repeated contact?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is equipment including forklifts, ladders, etc., sanitized after each use?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## PERSONAL HYGIENE

YES NO N/A

Are tissues stocked and readily available for employee use?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are trash receptacles available and regularly emptied?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is soap available and placed near every sink and bathroom?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is alcohol based sanitizer that is at least 60% alcohol provided and placed in multiple convenient places?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is hand hygiene procedures posted in bathrooms to remind employees to wash hands safely?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## SOCIAL DISTANCING

YES NO N/A

Are employees remaining at least 6 ft away while in the workplace?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## PERSONAL PROTECTIVE EQUIPMENT

YES NO N/A

Are all employees wearing face masks while in the workplace?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are facemasks and gloves stocked and available for employee use?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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SIGNATURE: \_\_\_\_\_