

## Workplace Assessment for COVID-19

The following is a workplace assessment tool that should be used to help employers / workplaces develop policies and procedures to prepare and respond to COVID-19. This is an effort to protect the health, safety and welfare of the public to the greatest extent practical by identifying, deploying and monitoring the following actions to limit the spread of COVID-19 and provide the highest level of consumer assurance practical. The following actions are self-monitored to ensure compliance and it is recommended an immediate correction when found to be in non-compliance.

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in their workplace. This includes activities in one or more of the following areas:

- a. reduce transmission among employees,
- b. maintain healthy business operations, and
- c. maintain a healthy work environment.

Findings from this self-assessment can be used to target specific COVID-19 preparedness activities where employers can immediately focus on, while continuing to keep their workers safe.

This is a tool to be used as a self-assessment guide and may be requested to be reviewed by public health authorities if an outbreak of COVID-19 occurs at a business or workplace.

Name of Person Completing Assessment	
Organization	
Date	

**Workplace Information:**

Facility Name	
Facility Location	
Facility Point of Contact (POC) Name	
POC Position/Title	
POC Phone	
POC Email	
Number of employees on largest shift	

**Specify types of employees or categories (e.g., shifts, locations), if applicable, below:**

- My workplace is one facility at one physical location
- My workplace is multiple facilities located throughout one property
- My workplace is multiple facilities located at multiple properties
- Other (explain):

<b>A. Reduce transmission among employees</b>		
<b>Elements to be assessed</b>	<b>Assessment (Y/N)</b>	<b>Notes/Areas for Improvement</b>
<i>Actively require sick employees to stay home</i>		
<ul style="list-style-type: none"> <li>• Are employees who have <a href="#">symptoms</a> (i.e., fever, cough, shortness of breath, body aches, chills, loss of taste/smell, chills, etc.) instructed to stay home and have employees received training and education on employee health policies?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are systems in place for employees to notify their supervisor if they develop symptoms while at home?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are sick employees being asked to stay home, notify their supervisor, and follow <a href="#">CDC-recommended guidelines for what do to if you are sick?</a></li> </ul>		

<ul style="list-style-type: none"> <li>Are sick employees being told they must consult with healthcare providers and state and local health departments to determine when they can return to work? All applicable license requirements apply when approval from the regulatory authority is required before returning to work in accordance with state statutes and regulations.</li> </ul>		
<i>Identify where and how workers might be exposed to COVID-19 at work</i>		
<ul style="list-style-type: none"> <li>Has facility reviewed <a href="#">OSHA COVID-19</a> website and <a href="#">guidance for employers</a> for information on how to protect workers from potential exposures?</li> </ul>		
<ul style="list-style-type: none"> <li>Has facility considered additional social distancing or other OSHA approved methods for employees that may be at <a href="#">higher risk for serious illness</a>?</li> </ul>		
<i>Monitor employees for fever and symptoms</i>		
<ul style="list-style-type: none"> <li>Are employees being screened upon arrival at the facility for fever (&gt;100.4°F) and other <a href="#">symptoms of COVID-19</a>?</li> </ul>		
<ul style="list-style-type: none"> <li>Is the facility systematically logging this screening information?</li> </ul>		
<ul style="list-style-type: none"> <li>Are employees being reminded to monitor and immediately report any symptoms they develop while at work to their supervisor?</li> </ul>		
<i>Separate sick employees</i>		
<ul style="list-style-type: none"> <li>Are employees who appear to have <a href="#">symptoms of COVID-19</a> upon arrival at work or who become sick during the day being immediately separated from other employees, customers, and visitors and sent home?</li> </ul>		

<ul style="list-style-type: none"> <li>Has facility established a protocol for informing fellow employees of possible exposure to COVID-19 in the event an employee is confirmed to have COVID-19 infection? Facilities must maintain confidentiality as required by the Americans with Disabilities Act (ADA).</li> </ul>		
<i>Educate employees about how they can reduce the spread of COVID-19</i>		
<ul style="list-style-type: none"> <li>Have employees been educated about <a href="#">steps</a> they can take to protect themselves at <a href="#">work</a> and at home?</li> </ul>		
<ul style="list-style-type: none"> <li>Have employees been informed that older people and people with serious chronic medical conditions are at <a href="#">higher risk for complications</a>?</li> </ul>		
<ul style="list-style-type: none"> <li>Have employees been instructed to follow the policies and procedures of your employer related to illness, cleaning and disinfecting, and work meetings and travel?</li> </ul>		
<ul style="list-style-type: none"> <li>Are employees being educated about recommended guidelines for <a href="#">what do to if you are sick</a>, including staying home except to get medical care?</li> </ul>		
<ul style="list-style-type: none"> <li>Have employees been informed of how and when to inform their supervisor if they have a sick family member at home with COVID-19? Review CDC guidelines for what to do <a href="#">if someone in your house is sick</a>.</li> </ul>		
<ul style="list-style-type: none"> <li>Have employees been educated to wash their hands often (including after coughing or sneezing) with soap and water for at least 20 seconds or else in accordance with all applicable license requirements under state statutes and regulations. Hand sanitizer with at least 60% alcohol may be used if soap and water are not available in some</li> </ul>		

work settings provided applicable state code requirements are being met.		
<ul style="list-style-type: none"> <li>Have employees been instructed to avoid touching their eyes, nose, and mouth with unwashed hands?</li> </ul>		
<ul style="list-style-type: none"> <li>Have employees and environmental services staff been informed how to <a href="#">clean AND disinfect</a> frequently touched objects and surfaces such as workstations, keyboards, telephones, electronic handheld devices, handrails, light switches and doorknobs? Please review the list of <a href="#">products that meet EPA's criteria for use against SARS-CoV-2</a>, the cause of COVID-19.</li> </ul>		
<ul style="list-style-type: none"> <li>Are employees instructed to avoid using other employees' phones, desks, offices, other work tools and equipment, or dishes and utensils when possible? If necessary, do you clean and disinfect them before and after use?</li> </ul>		
<ul style="list-style-type: none"> <li>Have workplace policies been implemented to allow for teleworking for all employees who are able to conduct their duties from home?</li> </ul>		
<ul style="list-style-type: none"> <li>Have employees been educated about how to practice social distancing at work by avoiding <a href="#">large gatherings</a> and maintaining distance (approximately 6 feet or 2 meters) from others when possible?</li> </ul>		
<ul style="list-style-type: none"> <li>Have employees been instructed on alternative methods for site visits/meetings (e.g., video conferencing)?</li> </ul>		
<ul style="list-style-type: none"> <li>For in-person meetings that must take place, are you keeping a visitor log and attendance in case contact tracing is necessary at a later date?</li> </ul>		

<ul style="list-style-type: none"> <li>Have employees been trained to restrict visitors and non-essential personnel, except when necessary (i.e., meetings, site visits)?</li> </ul>		
<ul style="list-style-type: none"> <li>Are signs posted at entrances to the facility advising that no visitors may enter the facility?</li> </ul>		
<ul style="list-style-type: none"> <li>If visitors are necessary, are potential visitors screened prior to entry for fever and respiratory symptoms, restricting entry for those with symptoms?</li> </ul>		
<ul style="list-style-type: none"> <li>If visitors are necessary, have they been instructed to wear a face covering/mask while in the building and to restrict their access to as few locations as possible?</li> </ul>		
<ul style="list-style-type: none"> <li>Have you trained employees on the use of cloth/other face masks and other personal protective equipment (PPE)? Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.</li> </ul>		
<ul style="list-style-type: none"> <li>Is employee education about best practices to prevent the spread of COVID-19 in the workplace ongoing, with frequent reminders communicated to all employees?</li> </ul>		
<ul style="list-style-type: none"> <li>Are communications regarding COVID-19 being provided to employees in their preferred language?</li> </ul>		
<b>B. Maintain Healthy Business Operations</b>		
<b>Elements to be assessed</b>	<b>Assessment (Y/N)</b>	<b>Notes/Areas for Improvement</b>
<ul style="list-style-type: none"> <li>Have you identified a workplace coordinator who will be responsible for COVID-19 issues and their</li> </ul>		

<p>impact at the workplace, who can also act as point of contact with the local health department?</p> <ul style="list-style-type: none"> <li>○ Name, phone number and email of workplace coordinator:</li> </ul>		
<ul style="list-style-type: none"> <li>• Are you frequently monitoring public health communications about COVID-19 recommendations for the workplace and ensuring that all workers have access to and understand that information?</li> </ul>		
<ul style="list-style-type: none"> <li>• Have you implemented flexible sick leave and non-punitive, supportive policies and practices? Options and strategies for implementing this can be found here:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html">https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html</a></li> </ul>		
<p>Have you assessed your essential functions and the reliance that others and the community have on your services or products?</p> <ul style="list-style-type: none"> <li>• Have you changed your business practices to maintain critical operations?</li> <li>• Have you identified alternate supply chain for critical goods and services?</li> <li>• Have you talked with companies that provide your business with contract or temporary employees about the importance of sick employees staying home?</li> </ul>		
<p><i>Determine how you will operate if absenteeism spikes</i></p>		
<ul style="list-style-type: none"> <li>• Do you have a plan to monitor and respond to absenteeism at the workplace?</li> </ul>		
<ul style="list-style-type: none"> <li>• Can you implement plans to continue your essential business functions in case you experience higher than usual absenteeism?</li> </ul>		

<ul style="list-style-type: none"> <li>• Have you cross-trained employees to perform essential functions so the workplace can operate even if key employees are absent?</li> </ul>		
<i>Establish policies and practices for social distancing</i>		
<ul style="list-style-type: none"> <li>• Have you implemented flexible worksites (e.g., telework)?</li> </ul>		
<ul style="list-style-type: none"> <li>• Have you implemented flexible work hours (e.g., staggered shifts)?</li> </ul>		
<ul style="list-style-type: none"> <li>• Have you increased physical space between employees at the worksite, including break areas and lunchrooms? Social distancing should be 6 feet or greater.</li> </ul>		
<ul style="list-style-type: none"> <li>• Have you increased physical space between employees and customers (e.g., drive through, partitions)?</li> </ul>		
<ul style="list-style-type: none"> <li>• Have you implemented flexible meeting and travel options (e.g., postpone non-essential meetings or events)?</li> </ul>		
<ul style="list-style-type: none"> <li>• Have you discussed downsizing operations?</li> </ul>		
<ul style="list-style-type: none"> <li>• Can any of your services be delivered remotely (e.g., phone, video, or web)?</li> </ul>		
<ul style="list-style-type: none"> <li>• Can products be delivered through curbside pick-up or delivery?</li> </ul>		
<ul style="list-style-type: none"> <li>• Can incoming deliveries be left at loading docks or other locations that do not require person-to-person exposures?</li> </ul>		
<i>Increase availability of face masks and personal protective equipment</i>		
<ul style="list-style-type: none"> <li>• Are you able to issue face masks or approve employee supplied cloth face coverings in the event of shortages?</li> </ul>		



<ul style="list-style-type: none"> <li>Have you assessed the current supply of face masks/cloth face covers and other critical materials (e.g., alcohol-based hand rub, EPA-registered disinfectants, tissues)?</li> </ul>		
<ul style="list-style-type: none"> <li>Are all employees being instructed to wear a face mask/cloth face cover <b>at all times</b> while in the workplace?</li> </ul>		
<b>C. Maintain A Healthy Work Environment</b>		
<b>Elements to be assessed</b>	<b>Assessment (Y/N)</b>	<b>Notes/Areas for Improvement</b>
<ul style="list-style-type: none"> <li>Have you considered improving the engineering controls using the building ventilation system? This could include increasing ventilation rates, increasing percentage of outdoor air that circulates into the system, or opening windows and doors.</li> </ul>		
<i>Strengthen respiratory etiquette and hand hygiene for employees, customers, and worksite visitors</i>		
<ul style="list-style-type: none"> <li>Do you provide tissues and no-touch disposal receptacles/trash cans throughout the facility?</li> </ul>		
<ul style="list-style-type: none"> <li>Do you provide soap and water in the workplace? Do you provide alcohol-based hand sanitizer?</li> </ul>		
<ul style="list-style-type: none"> <li>Have you placed hand sanitizers in multiple locations to encourage hand hygiene?</li> </ul>		
<ul style="list-style-type: none"> <li>Have you hung posters throughout the facility that encourage hand hygiene?</li> </ul>		
<ul style="list-style-type: none"> <li>Have you discouraged handshaking and encouraged use of other noncontact methods of greeting?</li> </ul>		
<i>Perform routine environmental cleaning and disinfection</i>		

<ul style="list-style-type: none"> <li>Does your workplace routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs, per CDC guidance?</li> </ul>		
<ul style="list-style-type: none"> <li>Do you provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use?</li> </ul>		
<ul style="list-style-type: none"> <li>Has your workplace made plans to enhance cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility?</li> </ul>		
<ul style="list-style-type: none"> <li>Are you using EPA-registered disinfectants with an emerging viral pathogens claim against SARS-CoV-2 for frequent cleaning of high-touch surfaces and shared equipment, with sufficient contact time?            See EPA List N: <a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2</a></li> </ul>		
<ul style="list-style-type: none"> <li>Have you ensured workers performing cleaning are trained on the facility's standard operating procedures and on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (<a href="https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200">https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200</a>)</li> </ul>		
<i>Advise employees before / after traveling to take additional preparations</i>		
<ul style="list-style-type: none"> <li>Have you advised employees to <a href="#">check themselves for symptoms</a> of COVID-19 (i.e., fever, cough, or shortness of breath) before starting travel and after returning from travel and notify their supervisor and stay home if they are sick?</li> </ul>		

<ul style="list-style-type: none"> <li>• Have you carefully considered whether work-related travel is necessary?</li> </ul>		
<i>Take care when attending meetings and gatherings</i>		
<ul style="list-style-type: none"> <li>• When videoconferencing or teleconferencing is not possible, can you hold meetings in open, well-ventilated spaces?</li> </ul>		
<ul style="list-style-type: none"> <li>• Has facility implemented engineering controls for close contact where it cannot be eliminated and when practical (e.g., using face shields, plastic or plexiglass dividers, increasing ventilation)?</li> </ul>		
<p><b>Communication with Health Department</b>  <i>Workplace facilities should notify the health department at 1-800-472-2180 or 701-328-2378 about any workers with severe respiratory infection, identification of workers with suspected or confirmed COVID-19, or if the facility identifies more than 2 cases of respiratory illness among workers in 72 hours. These situations should prompt further investigation and testing for SARS-CoV-2.</i></p>		
<p><b>Elements to be assessed</b></p>	<p><b>Assessment (Y/N)</b></p>	<p><b>Notes/Areas for Improvement</b></p>
<ul style="list-style-type: none"> <li>• Has the facility established a process to immediately notify the health department about any of the following:             <ul style="list-style-type: none"> <li>○ COVID-19 is suspected or confirmed in a worker</li> <li>○ A worker has severe respiratory infection</li> <li>○ A cluster of respiratory symptoms among workers (e.g., ≥2 cases within 72 hours)?</li> </ul> </li> </ul>		

<b>How many days' supply does the facility have of the following personal protective equipment (PPE) and alcohol-based hand sanitizer (ABHS) for all employees?</b>	
Face masks (surgical/industry)	
Face masks (cloth)	
Eye protection/safety glasses	
Disposable gloves	
Gowns/apron/uniform	
ABHS	

**Additional comments and recommendations:**