SAFETY NORTHWEST LLC

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. As the virus spread to the level of pandemic it has and will continue to affect our work, business, and everyday lives. To reduce the impact of the COVID-19 outbreak on businesses, workers, customers, and the public it is critical to implement engineering, administrative, and Personal Protective Equipment (PPE) controls. As you to re-open your business, use this checklist to ensure you are following CDC guidelines, State and Federal orders, and best practices for cleaning, hygiene, and physical distancing to prevent the spread of COVID-19.

Facility:			**Inspection Date:**		
	Yes	No	Comments	Corrective Action	Completed
Are relevant COVID-19 updates and information posted?	☐	☐			
Is there a COVID-19 Crisis Management Committee in your workplace? Are employees able to voice concerns to management?	☐	☐			
Have you trained staff on COVID-19 safety and given them accurate information about ways to prevent the spread of infection?	☐	☐			
Are staff members following the CDC recommended hand washing protocol and have proper handwashing techniques have been posted as a reminder?	☐	☐			
Is hand sanitizer available for both staff and customers?	☐	☐			
Are your staff members aware of the symptoms of COVID-19?	☐	☐			
Has a policy been implemented requiring employees to stay home when exhibiting symptoms, or have been in close contact with others who have exhibited symptoms?	☐	☐			
Have you designated a shift monitor to ensure COVID-19 protective measures are being enforced?	☐	☐			
Have you reviewed cleaning measures to ensure that touch points (card readers, handles, etc.) are being regularly disinfected according to CDC guidelines?	☐	☐			
Is adequate PPE available for staff? (gloves, N-95s, etc.)	☐	☐			
Are staff members wearing appropriate disposable PPE for all tasks in the cleaning process, including handling trash?	☐	☐			
Have you implemented a 6ft physical distancing work policy?	☐	☐			
Have you identified tasks that cannot be completed due to challenges implementing the 6ft distancing work rule?	☐	☐			

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Have you developed a plan for point of sale operations, customer areas, outside vendors, etc. to maintain a 6ft physical distance?	☐	☐			
Have you considered staggering shifts, start times, lunches, and/or break times to reduce possible congestion?	☐	☐			
Have you assured the public that adequate sanitary measures are taken to provide a safe environment for both customers and staff?	☐	☐			
Have you re-organized dining areas to allow for 6ft physical distance between customers?	☐	☐			
Have you measured and marked 6ft spaces to allow for safe physical distancing while in line?					
Are you able to create separate entrances and exits to reduce possible close contact?	☐	☐			
Have you considered adding point-of-sale counter service to reduce contact between servers and customers?	☐	☐			
Have you installed sneeze guards at point-of-sale counters?	☐	☐			
Have you limited self service areas to reduce possible surface-to-surface transfer of the virus?	☐	☐			
Have you examined air exchange rates, filter schedules, and considered installing HEPA air filters?	☐	☐			
Are you continuing to keep safety training, meetings, and practices a priority despite possible challenges stemming from COVID-19?	☐	☐			

Comments: _____

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As conditions of the outbreak can change rapidly, please reach out with questions or to verify that the provided information is current.

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Inspection conducted by:_____ *Signature* _____