



COVID-19 Checklist for Employers and Personnel

Know the Symptoms of COVID-19

- Coughing; Fever or chills; Shortness of breath, difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting; and Diarrhea.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities

Develop a COVID-19 Exposure Action Plan.

Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct personnel to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having personnel sign an attendance sheet.

Access to the workplace and work trailer will be limited to only those necessary for the work.

All visitors will be pre-screened to ensure they are not exhibiting symptoms.

Personnel, contractors, and visitors will be asked to leave the workplace and return home if they are showing symptoms.

Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used at the workplace.

Provide protective equipment (PPE) to any personnel assigned cleaning/disinfecting tasks.

Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

Personnel Responsibilities

Become familiar with the Exposure Action Plan and follow all elements of the Plan.

Practice good hygiene: wash hands with soap and water for at least 20 seconds or use 60% or more alcohol-based hand rub. Avoid touching your face, eyes, food, etc. with unwashed hands.

Wear face coverings when mandated by state or local rule or when working in proximity of six (6) feet from other personnel.

Cleaning/Disinfecting Workplace and Other Protective Measures

Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the workplace where possible. Personnel should regularly do the same in their assigned work areas.

Clean shared spaces such as trailers and break/lunchrooms at least once per day.

Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.

Avoid sharing tools with co-workers. If not, disinfect before and after each use.

Arrange for any portable workplace toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.

Trash collected from the workplace must be changed frequently by someone wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls

Provide and wear the proper PPE.

Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.

Subcontractor:

General Contractor:

Signature:

Signature:

