

# DESIGNATED INTERNAL COVID-19 AUDITOR

We are recommending that each manufacturer identify and designate an individual as your Covid-19 go to person.

Responsibility: To insure that the companies safety protocol's relative to Covid-19 as approved by management are implemented company wide. To educate, support, communicate and act as the conduit for all Covid-19 questions. Monitor breakrooms, cafeteria, time clock and other gathering areas that masks and social distancing are being used. This individual should be pro-active and offer suggestions to insure employee safety working closely with management.

- 1, Knowledge of Covid-19 Response Plan
2. Insuring Mask are worn in required areas and PPE Adherence
3. Control plan in place and documented
4. Review poster/signage and checklist to meet DOH compliance
5. Document daily cleaning procedure
6. Visually check that social distancing is in effect in breakrooms, cafeteria, time clock and other gathering areas.
7. Insure Symptom Screening is being done. Employee screening
8. Co-ordinate with HR regarding employee's absence/testing. Maintain log of individuals out for testing and results.

It will be this individual's responsibility to be fully knowledgeable of the above items. Log sheet noting daily review of these items should be maintained noting compliance or non-compliance.

All non-compliance **MUST BE BROUGHT** to President/CEO or their designee immediately.

Company Name: \_\_\_\_\_

Auditor Name (Print): \_\_\_\_\_

Auditor Signature: \_\_\_\_\_

Approved by RIMA: \_\_\_\_\_ Polaris MEP: \_\_\_\_\_

We ask that you note your auditor's name and we will then sign off for you to post.

Thank you!!