

# DESINGATED 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!!