

INFECTION PREVENTION

PRODUCTION FACILITY SAFETY CHECKLIST



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RESOURCES:

- ✓ Cal-OSHA: www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html
- ✓ NCPFC: www.ncpfc.org/covid19
- ✓ NCGMA: www.ncgma.org/covid19



CREATE AN INTERNAL "COVID-19 TASK FORCE"

- ✓ Appoint a supervisor for all COVID-19 related matters.
- ✓ Monitor any illness in office and/or jobsites and have a documented protocol to control infection rate. Do you have an "Exposure Control Plan"?
- ✓ Maintain, manage and update all COVID-19 internal protocols.
- ✓ Manage and maintain all COVID-19 related stockpile and daily supplies of PPEs (face coverings, cleaning agents per CDC guidelines, gloves, etc).
- ✓ If you have a contact-free infrared thermometer(s) on hand, have you considered safety protocols, confidentiality, documentation and legal requirements?



TRAIN EMPLOYEES ON COVID-19

The DC16 STAR Program is offering virtual training courses focused on ICRA (Infection Control Risk Assessment) COVID-19 awareness.

- ✓ Class is designed to explain the basic facts about COVID 19, assess the risk of workplace exposure to COVID 19 and define key steps in worker protection and infection control for COVID-19.
- ✓ Registration is available through the STAR website: www.dc16star.org
- ✓ The course will be held in two parts (Part A and Part B) that are four hours per session.
- ✓ Once an employee/union member has completed both parts, they will receive 8 hours of STAR credit and will also receive an awareness training completion and a decal for their hard hat.



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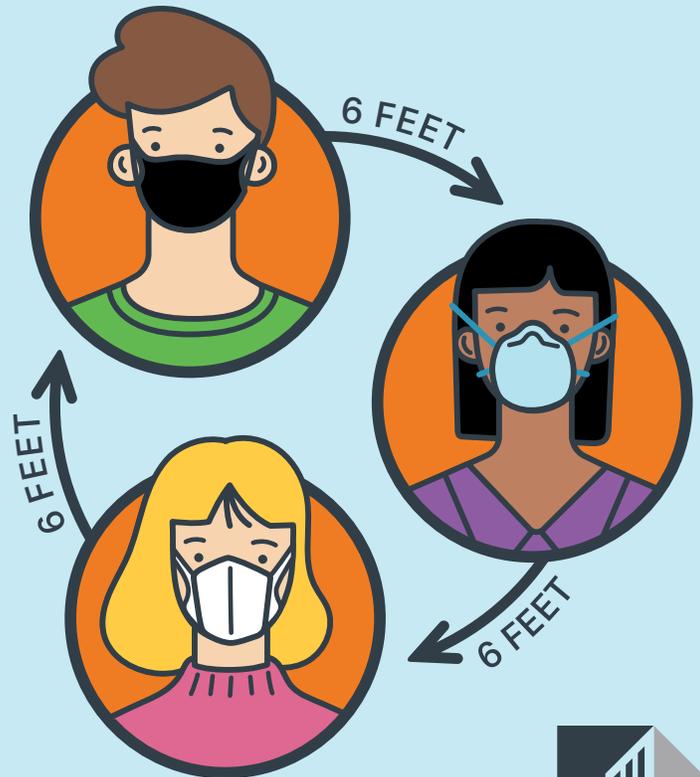
CLEANING, DISINFECTION PROTOCOLS AND IMPLEMENT SAFE WORK PRACTICES

- ✓ Ensure good hygiene practices (washing hands, disinfecting work areas and equipment) in line with CDC and CalOSHA guidelines. Did you print and post your COVID-19 Safety Protocol Policies near entrances inside bathrooms and break room/kitchen areas?
- ✓ Check your HVAC system for proper ventilation and ensure filters are replaced on a more frequent basis.
- ✓ Increase overall cleaning and disinfection of production areas.
- ✓ Mandating use of face cover especially when social distancing is not possible. Ensure face covering has a snug fit and the fabric does not hang loosely, which can be caught in machinery and pose a safety hazard.
- ✓ Do you have hand sanitation stations readily available?
- ✓ Avoid use of shared items in the building such as the microwave, food utensils, beverage containers, etc.
- ✓ Encourage workers to drive to office, worksites or parking areas by themselves. They should avoid having passengers or carpooling together unless they are already sheltering in place together. If carpooling cannot be avoided, riders should sit as far apart as possible, wear face mask coverings and wash hands after the trip.



PHYSICAL/SOCIAL DISTANCING PROTOCOLS

- ✓ **Office Floor Plan:** Reconfigure workstations and areas to maximize required social distancing and utilize unused rooms such as conference rooms for work space.
- ✓ **Office Meetings:** Conduct via video conference or in a large area where physical distancing can be observed. Reconfigure conference room furniture or stagger attendees. Limit number of attendees.
- ✓ **Break Rooms:** Limit number of employees to maximize social distancing; close areas where employees can congregate in groups. Provide disposable plates, cups and eating utensils. Use contact-free catering and reheat food. Avoid ordering cold food that cannot be reheated.
- ✓ **Limit Number of Employees at Office:** Stagger work hours or days between employees and encourage telework when possible.
- ✓ **Reschedule/Cancel Classes or Trainings:** If possible, consider online training.



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