

INFECTION PREVENTION

OFFICE 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"

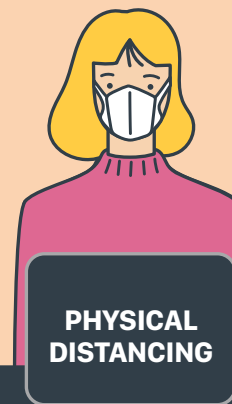
- ✓ Appoint office manager or point person for all COVID-19 related matters.
- ✓ Monitor any illness in office and/or jobsites and have a documented protocol to control infection rate. Do you have an "Exposure Control Plan"?
- ✓ Maintain, manage and update all COVID-19 internal protocols.
- ✓ Manage COVID-19 related stockpile and supply offices and jobsites with 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

Create, provide and document mandatory training for all office employees regarding COVID-19 (reference CalOSHA guidelines listed above).

- ✓ What COVID-19 is and how it is spread
- ✓ Preventing the spread of COVID-19
- ✓ Symptoms of COVID-19 and when to seek medical attention
- ✓ Asymptomatic employees and how they can spread COVID-19
- ✓ CDC guidelines for frequent hand washing, hand sanitizers, etc
- ✓ Protocols for what to do with workers who might be sick with COVID-19



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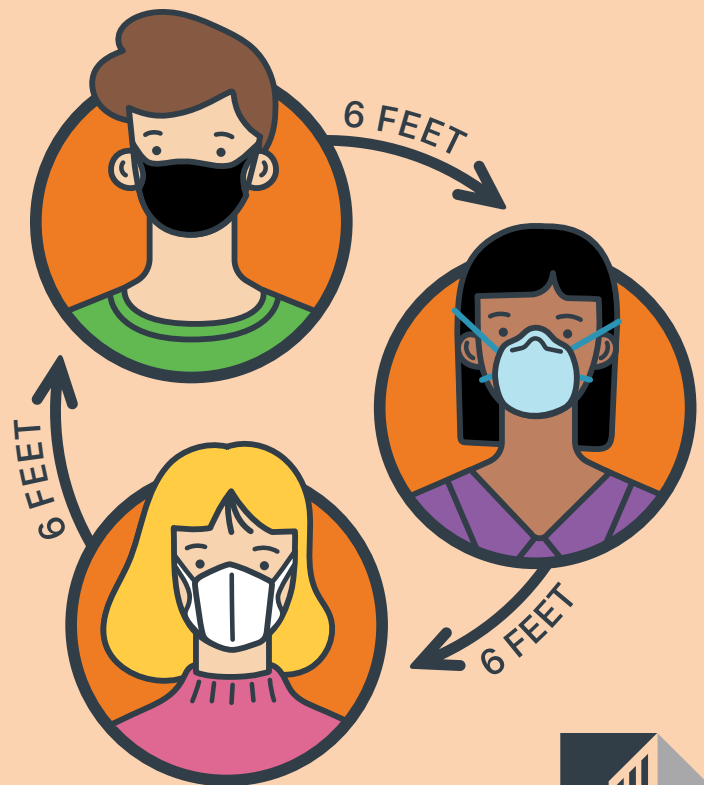
CLEANING, DISINFECTION PROTOCOLS AND IMPLEMENT SAFE WORK PRACTICES

- ✓ Ensure good hygiene practices (washing hands, disinfecting work areas and computers) 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 offices and document.
- ✓ Mandating use of face cover in the office when social distancing is not possible.
- ✓ Do you have hand sanitation stations readily available and considered other forms of non-damaging sanitizing cleaners for sensitive surfaces (chairs, desks, equipment, etc.)?
- ✓ Avoid use of shared items such as microwave, food utensils and 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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