

COVID-19 FACILITY PREPARATION & CONTINUED CARE CHECKLIST

Signage

Proper signs throughout your facility remind people to do their part to prevent the spread of viruses.

- Posted signage in entryways requesting those who have flu-like symptoms not to enter the facility.
- Posted signage in entryways requesting all employees and visitors to wash their hands upon entry.
- Posted signage displaying proper hand washing techniques near all hand washing stations.

Work Area

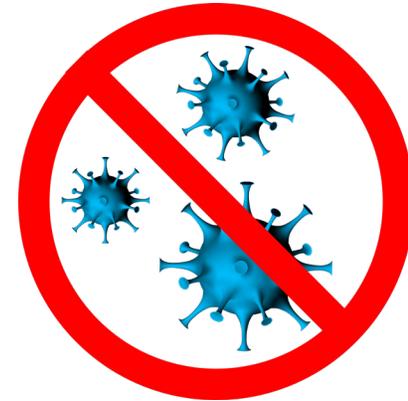
Sanitary work areas and surfaces help protect people's health.

- Hand washing facilities are conveniently located within work areas or antibacterial products are available.
- Prevention supplies, such as disposable face masks, tissues, soap, etc., are available.
- Cleaning measures to ensure that high-risk contact areas and touch points are regularly cleaned with disinfectant have been reviewed.
- The work area is properly ventilated.
- Ventilation devices are clear of dust/cobwebs.
- Cleaning schedules are on display.

Communication

Effective, factual information helps prevent people from needlessly panicking.

- Employees know how to report concerns with cleanliness and obtain additional cleaning.
- An emergency communication plan is in place to convey timely and accurate information to employees and visitors.
- Employees have been given accurate information about ways to prevent the spread of infection.



This brief checklist is a great starting point for your re-opening, but not to be considered comprehensive or a regulatory requirement. Employers must continue to comply with current OSHA or OSHA state-approved plan requirements that may be found here:

<https://www.osha.gov/Publications/OSHA3990.pdf>



**Do not enter if
you have flu-like
symptoms.**

Fever - Cough - Shortness of Breath



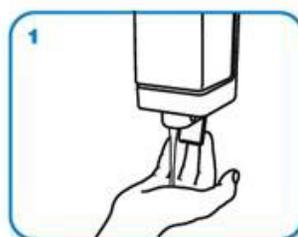
**Please wash
hands upon
entry.**

20 Seconds with soap and water!

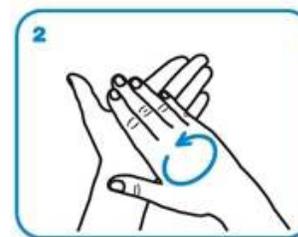
WASH HANDS THOROUGHLY FOR AT LEAST 20 SECONDS



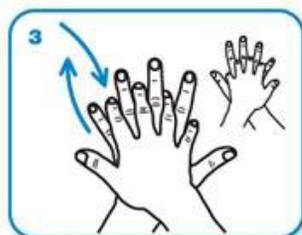
Wet hands with water



apply enough soap to cover all hand surfaces.



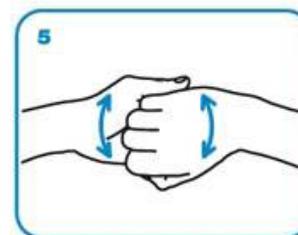
Rub hands palm to palm



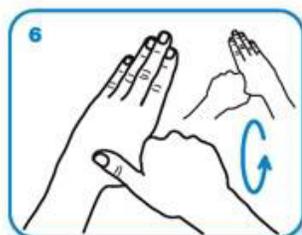
right palm over left dorsum with interlaced fingers and vice versa



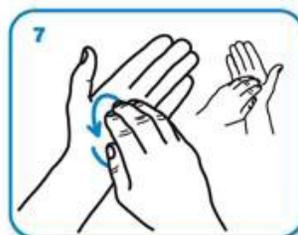
palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



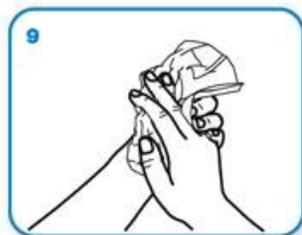
rotational rubbing of left thumb clasped in right palm and vice versa



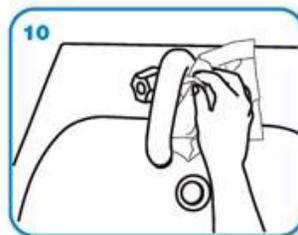
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



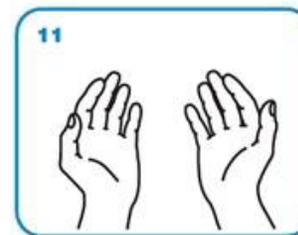
Rinse hands with water



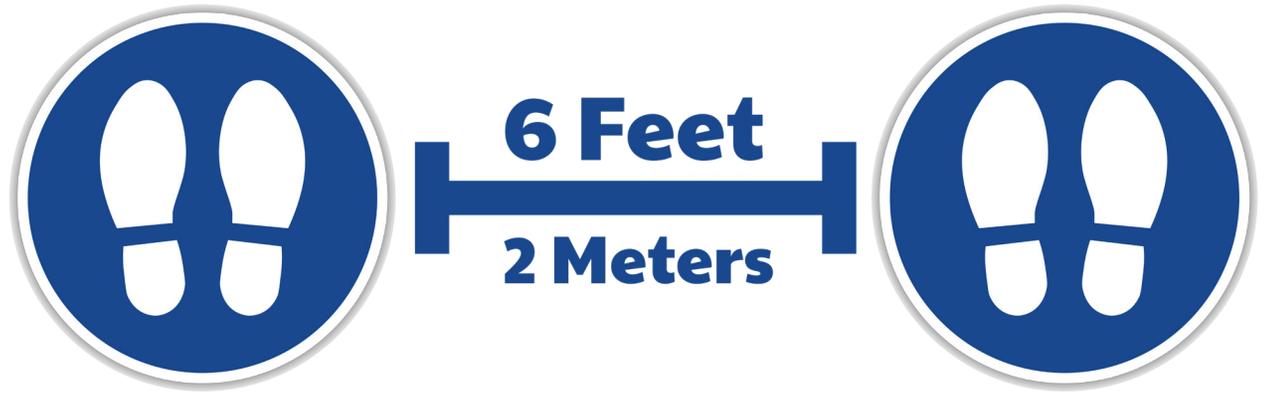
dry thoroughly with a single use towel



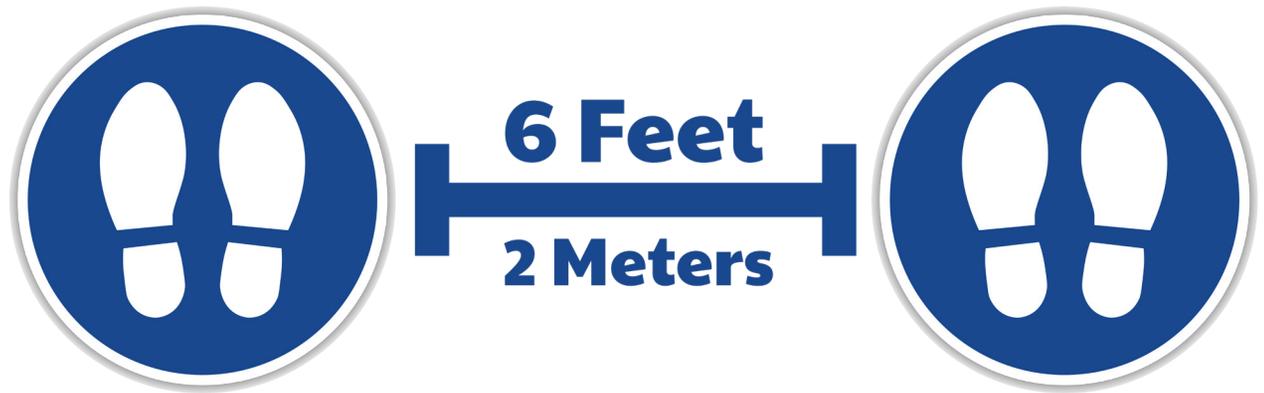
use towel to turn off faucet



...and your hands are safe.

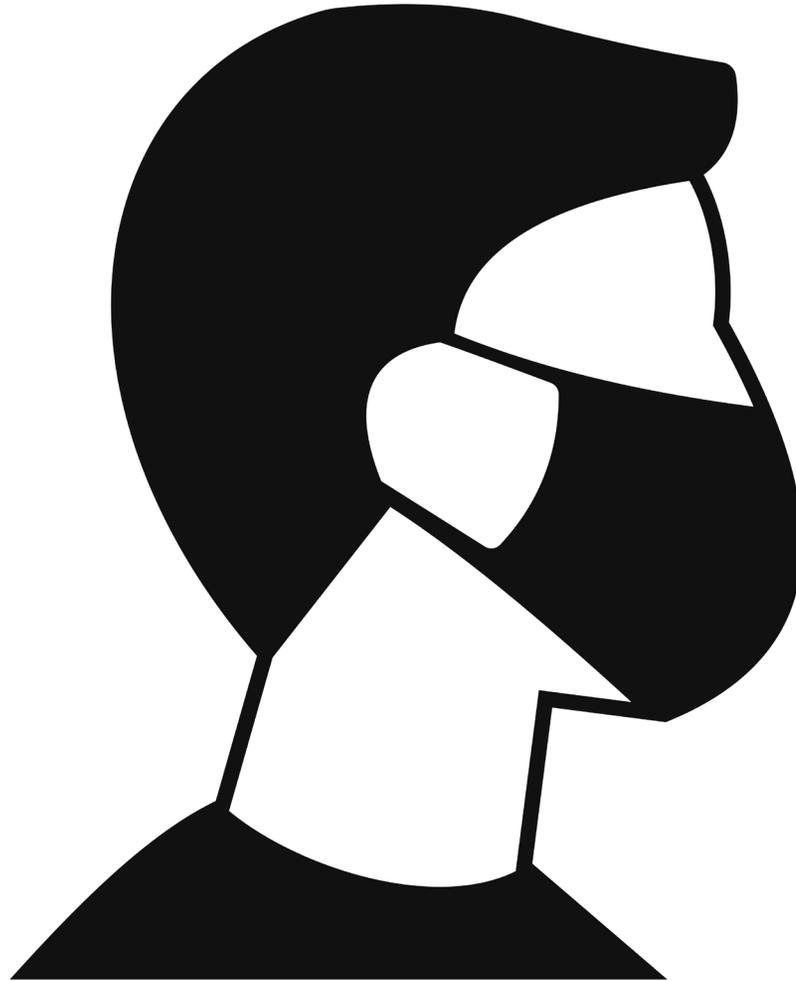


**PLEASE PRACTICE
SOCIAL DISTANCING**



COVID-19 SAFETY

FOR YOUR SAFETY & OURS



MASKS REQUIRED

WHILE ON PREMISES

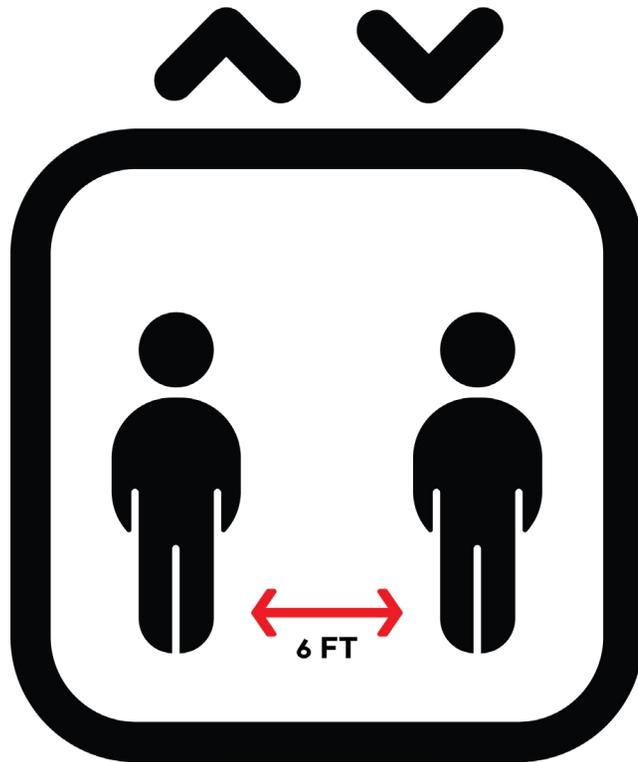
ATTENTION

TO MAINTAIN SAFE SOCIAL DISTANCING

ELEVATOR

OCCUPANCY LIMITED TO

PEOPLE AT A TIME



ELEVATOR SOCIAL DISTANCING

- Keep 6ft/2m apart from others
- Limit Number of People Per Elevator
- Disinfect hands after pressing buttons
- Cough or sneeze into elbows
- Do not shake hands

COVID-19 SAFETY

THIS STALL CLOSED



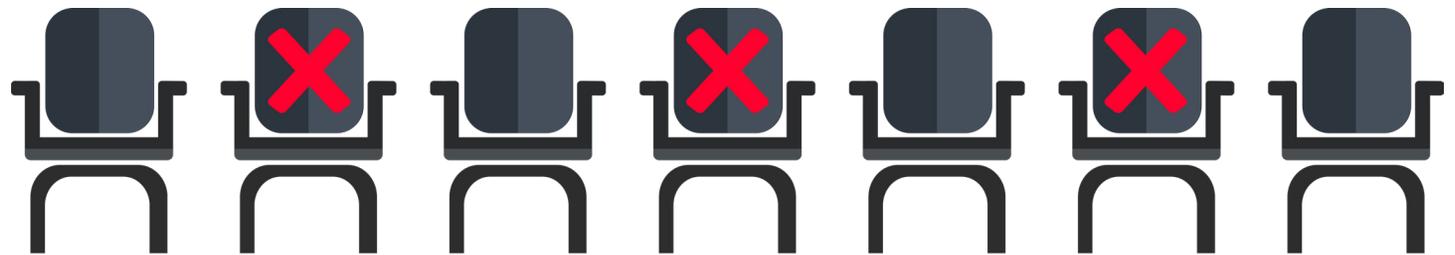
FOR YOUR SAFETY & OURS

PLEASE CLOSE TOILET SEAT COVERS BEFORE FLUSHING



FOR YOUR SAFETY & OURS

DO NOT SIT HERE



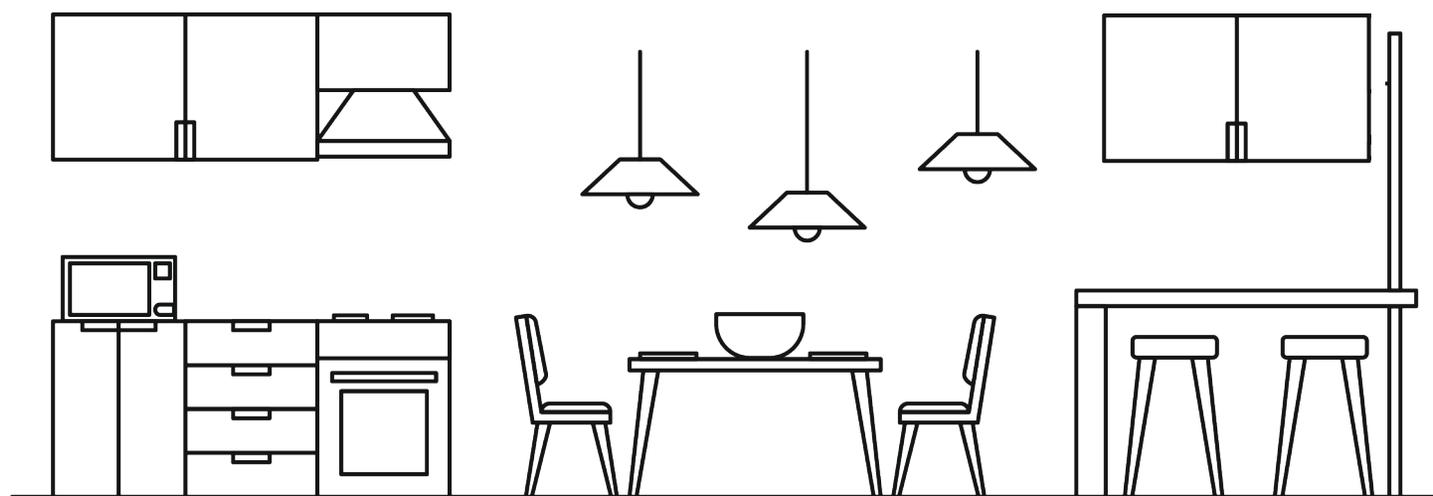
Social Distancing 6 ft
FOR YOUR SAFETY & OURS

KITCHEN CARE:

PLEASE CLEAN

**Counter - Sink - Tables
Knobs & Handles**

AFTER EACH USE



FOR YOUR SAFETY & OURS

CONFERENCE ROOM CARE:

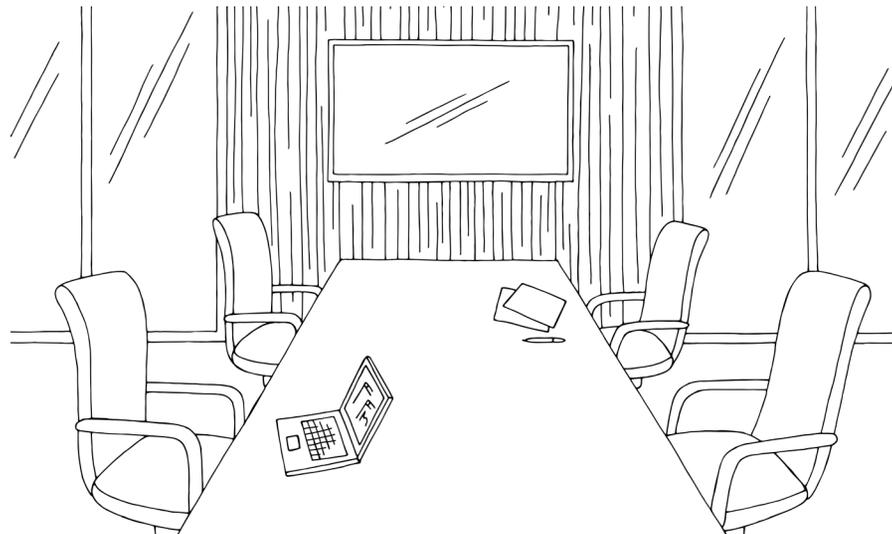
PLEASE WIPE DOWN

Tables & Chairs

Door Handles

Markers & Electronics

AFTER EACH USE



FOR YOUR SAFETY & OURS