

COVID-19 Preparation for Reopening Checklist

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The following checklist is provided to assist businesses in preparing and implementing reopening in this time of COVID-19. This is only guidance and additional thought; action and preparation may be needed to render your workplace as safe as possible.

This information has been collected from [OSHA / Cal/OSHA](#), the [World Health Organization \(WHO\)](#), the [Centers for Disease Control \(CDC\)](#), and other sources. Check with these and other local regulatory agencies and sources frequently for updates as things change frequently.

Element	Y	N	Comment / Action Item
1. Workplace Preparation / Reduction of Touch Points			<i>Cleaning, prepping HVAC systems, mechanical and facility inspections; etc. Be sure to protect people engaged in this process</i>
2. Site-Specific Protection Plan <i>Elements of a plan could be as follows:</i>			<i>This program should establish the base minimum requirements, expectations and best practices and where it applies</i>
• Responsibilities / Roles			<i>Lists who is responsible for what by when</i>
• Access			<i>Who can access the facility when (i.e., employees, contractors, visitors), working from home, screenings, PPE and distancing expectations, etc.</i>
• Cleaning			<i>How is this done, frequency, what surfaces (hard vs. porous), post-COVID suspected or confirmed, etc.</i>
• Precautions			<i>Social distancing, PPE, washing / sanitizing, staggered shifts and breaks, etc.</i>
• Travel			<i>If necessary / approved, precautions to take, etc.</i>
• Carpooling / Vanpooling / Ridesharing			<i>If necessary, cleaning and disinfecting after each ride, self-screening, barriers / PPE, ventilation</i>
• Resources			<i>Items the company will provide to employees, customers (within its ability)</i>
• Communication			<i>For confidence on cleaning, following suspected / confirmed COVID cases, etc.</i>
3. Detailed Risk Assessment			<i>Determine where exposures would occur, by position, level of exposure and protection</i>
4. Training			<i>On how to limit the spread including self-screening and staying at home</i>
5. Implement			<i>Individual control measures and screenings, physical distancing protocols, cleaning and distancing protocols</i>

For detailed information by industry, please visit: <https://covid19.ca.gov/roadmap/>

Communicate for Confidence and continually reinforce hand washing, distancing and staying home when ill