

INFECTION CONTROL & PREVENTION MANAGEMENT CHECKLIST FOR SMALL BUSINESS

| ITEM | DESCRIPTION OF ITEM | Y | N | COMMENTS |
|------|--|---|---|----------|
| 1 | Point Person established to lead the response and communication to the outbreak/epidemic | | | |
| 2 | Monitoring Process in place for reviewing information released by the CDC, your local health department or similar | | | |
| 3 | Risk Assessment implemented to assess exposure to your business, employees and suppliers: <ul style="list-style-type: none"> • Process for dealing with absenteeism • Assess supply chain • Review current Infection controls | | | |
| 4 | Communication Plan outlined <ul style="list-style-type: none"> • Audiences – employees, customers, suppliers • Modes – email, phone, website, in-person, signage • Contact Info – complete and current for all audiences | | | |
| 5 | Leadership Training: <ul style="list-style-type: none"> • Observation requirements and tools to help encourage infection control behaviors • Symptoms to look for and how to address employees who display them • Response procedure established for an infected employee in the workplace | | | |
| 6 | All Employee Training , provide training and encourage: <ul style="list-style-type: none"> • Frequent hand washing • Coughing/sneezing etiquette – into tissue, elbow • Cleaning/disinfection of frequently touched surfaces • Stay home if sick • Social distancing – lunch, break, meetings, training, deliveries, customers | | | |
| 7 | Supplies and Materials , do we have enough: <ul style="list-style-type: none"> • Critical input materials • Hand soap/hand sanitizer/portable stations • Cleaning/disinfection supplies • PPE • Signage for promoting good hygiene and behaviors | | | |
| 8 | Flexible Work and Remote Options: <ul style="list-style-type: none"> • Outline critical tasks and roles that can be done remotely • Technology in place • Adjust attendance policy | | | |
| 9 | Policy and Procedure – consider temporary changes to encourage infection control behaviors: <ul style="list-style-type: none"> • Sick pay options • Sick at work • Stagger start times and break times • Visitors checklist | | | |
| 10 | Absenteeism – plan to overcome <ul style="list-style-type: none"> • Identify critical tasks • Cross train as needed | | | |

Additional Comments or Actions:

Reviewed By:

Date: