

## INFECTION CONTROL & PREVENTION MANAGEMENT CHECKLIST

| COMPANY | DATE(S) | LOCATION/DEPARTMENT |
|---------|---------|---------------------|
|         |         |                     |

| ITEM  | DESCRIPTION OF ITEM  | Y | N | COMMENTS |
|---|--|---|---|----------|
| <b>PHASE 1 - PLAN &amp; PREPARE</b>         |  |   |   |          |
| 1a  | Form a team representing all departments with employees to champion the safety process and make decisions regarding the infectious illness.  |   |   |          |
| 1b  | Assess the risk of exposure to your business, staff and departmental operations by monitoring local information about the infectious illness.  |   |   |          |
| 1c  | Limit all unnecessary, in-person meetings, trainings and groups to limit the potential spreading of the infection. All group sessions should be conducted using web technology.  |   |   |          |
| 1d  | Review all emergency response and business contingency plans to ensure all emergency response team members are available and aware of their roles.   |   |   |          |
| 1e  | Ensure that employees who have the ability can work from home have the necessary equipment to do so. Provide direction in accordance with all company policies to those employees.   |   |   |          |
| 1f  | Complete a detailed review of CDC guidance on infectious illness symptoms with managers to ensure they can and know how to determine if an employee is ill.  |   |   |          |
| 1g  | Review and post good practices, including hygiene/hand washing requirements, infectious disease awareness and prevention materials.  |   |   |          |
| 1h  | Determine facility best practices that may be feasible and applicable to your facility including but not limited to providing employees with bottled water, hand sanitizer, and gloves.  |   |   |          |
| 1i  | Ensure newly implemented working policies and processes are in accordance with all federal, state, and local regulations and business standards.   |   |   |          |
| 1j  | Limit all non-essential visitor access to the facility. If essential, require visitors to complete the visitor questionnaire to ensure they are symptoms free and have not been in contact with anyone showing symptoms or a confirmed case. |   |   |          |
| <b>PHASE 2 – INITIAL PREVENTIVE ACTIONS</b> |  |   |   |          |
| 2a  | Review and update all cleaning and disinfecting schedules and procedures and target high traffic/high touch areas such as bathrooms, shared tools, equipment handles, shared water sources, employee entrances and breakrooms.               |   |   |          |
| 2b  | Increase cleaning schedule as needed. Evaluate cleaning compounds to ensure they are approved (see EPA pesticide registration number (List N) to ensure it is approved as disinfectant against the contagion).                               |   |   |          |

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| 2c                                      | Contact cleaning, hygiene and paper product suppliers to determine order quantity limits or potential interruptions to service. Identify and carry out next steps to ensure responsible amount of all supplies are available.         |   |   |          |
| 2d                                      | Require staggered shift and break start and end times in order to limit the number of employees in a group setting.   |   |   |          |
| <b>PHASE 3 – ONGOING CONSIDERATIONS</b> |   |   |   |          |
| 3a                                      | Ensure contact information for all primary and secondary emergency response personnel, local and federal notification organizations are posted.   |   |   |          |
| 3b                                      | Review emergency response procedures and current CDC guidelines with all employees in small groups or by self training through safety talks or similar.   |   |   |          |
| 3c                                      | Require social distancing during communication activities and while working whenever possible.  |   |   |          |
| 3d                                      | Communicate to employees contact information for any Employee Assistance Programs (EAPs) as well as onsite resources, as available.   |   |   |          |
| 3e                                      | Limit non-essential travel (including business travel). Travel is not permitted to L3 and above areas based on CDC grading. All essential travel must be confirmed in advance.  |   |   |          |
| 3f                                      | Communicate the requirements for notifying Sr. Management when returning from an L3 area prior to returning to work. Require these leaders to advise regarding CDC 14-day self-quarantine after speaking with local health officials. |   |   |          |
| 3g                                      | Communicate the need to limit personal travel. If personal travel is to occur, require the employee to notify his/her direct supervisor of the destination, start date and length of stay.  |   |   |          |
| 3h                                      | Confirm a process is in place for checking the CDC website for official updates regarding status, prevention, restricted areas and specific travel information.   |   |   |          |
| 3i                                      | Confirm a process is in place for employee working from home to notify HR if the develop symptoms. Steps are in place to document actions taken.  |   |   |          |

Additional Comments or Actions:

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_