

AN EMPLOYERS GUIDE

To Safely Resuming Services | Environment of Care Checklist



- Evaluate the organization's need for screening employees, patrons, and visitors.
- Train employees on the proper way of wearing a mask or face covering.
- When possible, contact patrons and visitors in advance and remind them to bring a mask or face covering.
- Keep a supply of masks or face coverings on hand for employees and visitors who arrive without one.
- Ensure employees wash hands immediately upon arrival and frequently throughout the day.
- Provide EPA-approved hand sanitizer, soap, and surface wipes.
- Educate employees on the 'dwell time' for the disinfectants used in the office. See product label.

Assign staff to disinfect high touch surfaces regularly:

- | | |
|---|---|
| <input type="checkbox"/> Counter tops | <input type="checkbox"/> Phones |
| <input type="checkbox"/> Door knobs | <input type="checkbox"/> Keyboards |
| <input type="checkbox"/> Light switches | <input type="checkbox"/> Clipboards |
| <input type="checkbox"/> Handles | <input type="checkbox"/> Restroom surfaces (door knobs, toilet handle, faucets, sink) |
| <input type="checkbox"/> Desk tops | |
- Train employees to provide hand hygiene before and after cleaning high touch surfaces.
 - Install plexiglass at all transaction counters.
 - Add panels in between desks if unable to maintain six feet of social distance.
 - When appropriate, limit the number of non-essential people in the office.
 - Remove furniture and post signs to maintain six feet of social distance in common areas.
 - Remove all shared items (books, magazines, pens) from reception and shared areas.
 - Post signs alerting visitors to your cleaning and disinfecting process.
 - Use stanchions and floor stickers to avoid crowding
 - Designate an area for symptomatic individuals to wait until arrangements can be made for them to leave the facility. Disinfect area after departure.
 - Increase air flow by opening windows and doors, as appropriate.
 - If appropriate, ask visitors or patrons to wait in the car until instructed to enter the building.

Have a non-emergent COVID-19 question? Call the COVID-19 Employer Hotline at (208) 302-7600.

