WORKER PROTECTION TOOL
FOR CORONAVIRUS DISEASE 2019 (COVID-19)

Consider the exposure that your workers will have to potential sources of COVID-19 when you resume business operations. Use this tool to identify protective measures for interactions between workers and/or the public; revisit the tool on an ongoing basis while COVID-19 cases exist. Only complete items that apply to your business. See appendix for web resources.

Engineering

Facilities and Equipment	Completed	N/A
Assess job hazards for potential benefit of engineering protections.	○	○
Ensure ventilation and water systems operate properly.	○	○
Alter the workspace to maintain social distancing [23]. Examples include:	○	○
Arrange partitions as a barrier shield.	○	○
Move electronic payment reader away from cashier.	○	○
Use verbal announcements, signs, and visual cues to promote social distancing.	○	○
Remove/rearrange furniture.	○	○
Provide remote shopping alternatives (e.g., delivery, pick-up).	○	○

Administrative—three catagories

Management and Communications	Completed	N/A
Monitor state and local public health communications about COVID-19.	○	○
Encourage sick workers to report symptoms, stay home, and follow CDC guidance.	○	○

Management and Communications	Completed	N/A
Consider conducting daily in-person or virtual health checks [15] (e.g., symptom and/or temperature screening) before employees enter the facility:	O	O
Develop strategies to communicate with workers and manage concerns.	O	O
Remind workers of available support services.	O	O
Communicate to partners, suppliers, and contractors on policies and practices.	O	O
Encourage social distancing and use of cloth face coverings (if appropriate) [14] for both employees and customers.	O	O
Use technology to promote social distancing (e.g., telework, virtual meetings).	O	O
Cancel group events.	O	O
Close/limit use of shared spaces.	O	O
Ask sick customers to stay home; post signs asking them not to enter if they are sick.	O	O
Consider policies that encourage flexible sick leave and alternative work schedules.	O	O
Schedule stocking during off-peak hours.	O	O
Cleaning and Disinfection	**Completed**	**N/A**
Develop a plan for cleaning and disinfecting [11].	O	O
Clean and disinfect frequently touched surfaces (e.g., counters, shelving, displays).	O	O
Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19.	O	O

Training	Completed	N/A
Provide training on:	O	O
Policies to reduce the spread of COVID-19	O	O
General hygiene	O	O
Symptoms, what to do if sick	O	O
Cleaning and disinfection	O	O
Cloth face covers	O	O
Social distancing	O	O
Use of PPE	O	O
Safe work practices	O	O
Stress management	O	O

Personal Protective Equipment (PPE)

PPE	Completed	N/A
Conduct a workplace hazard assessment.	O	O
Determine needed PPE for workers' job duties based on hazards and existing protections.	O	O
Select and provide appropriate PPE to workers at no cost.	O	O