Worker Protection Checklist for COVID-19

Think about the exposure your workers will have to potential sources of COVID-19 as you resume business operations. This tool can help you identify protective measures for interactions between workers and/or the public.

Facilities and Equipment	Completed	N/A
Ensure ventilation and water systems operate properly.		
Alter the workspace to maintain social distancing. Examples include:		
• Arrange partitions as a barrier shield.		
• Use verbal announcements, signs, and visual cues to promote social distancing.		
• Remove/rearrange furniture.		

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.		
Consider conducting daily in-person or virtual health checks (symptom and/or temperature screening) before employees enter the facility.		
Develop strategies to communicate with workers and manage concerns.		
Remind workers of available support services.		
Communicate to partners, suppliers, and contractors on policies and practices.		
Encourage social distancing and use of face coverings (if appropriate) for both employees and customers.		
Use technology to promote social distancing (telework, virtual meetings).		
Close/limit use of shared spaces.		
Ask sick customers to stay home; post signs asking them not to enter if they are sick.		
Consider policies that encourage flexible sick leave and alternative work schedules.		

(over)

Cleaning and Disinfection	Completed	N/A
Develop a plan for cleaning and disinfecting.		
Clean and disinfect frequently touched services (desks, counters, shelving, etc.)		
Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19.		

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

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

For more information, visit www.cdc.gov/coronavirus/2019-ncov/community/resuming-business-toolkit.html

Note: For up to the minute information and guidance on COVID-19, please follow the guidelines of the Centers for Disease Control and Prevention (CDC) and your local health organizations.

Corporate Headquarters: 250 South Executive Drive, Suite 300, Brookfield, WI 53005-4273
Offices Nationwide: 800.627.3660 **www.NISBenefits.com**

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