

Spokane County Work Area COVID 19 Reopening Checklist

Department/Location: _____ Date: _____

Assessment Completed by: _____

Assessment Criteria	Y	N	Comments
A. Limiting Illness			
1. Is illness prevention signage posted?			
2. Is staff evaluated for illness at start of their shift? What method?			
3. Is staff sent home when identified with illness symptoms?			
4. Has required PPE been identified and made readily available?			
5. Is PPE stored safely, securely, sanitized?			
6. Is there protocol for proper PPE disposal?			
7. Do employee schedules comply with COVID-19 requirements?			
B. Contract Tracing			
1. Are employee work location records documented?			
2. Is employee work location documentation maintained for 30 days?			
C. Face Covering			
1. Is face covering signage posted?			
2. Are employees issued cloth face coverings?			
3. Are employees notified of face covering "exemption" protocol?			
4. Is staff required to wear masked in all common areas?			
5. Are visitors required to wear face covering in employee areas?			
6. Are disposable face covering available for visitor use?			
D. Social Distancing			
1. Is 6' social distancing requirement signage posted?			
2. Have room occupancy limitations been calculated? Posted?			
3. Have work area "pinch points" been identified?			
4. Are floor marking in place? Spaced appropriately?			
5. What engineering controls are needed for non-compliance areas?			
6. Are in-person meeting protocol/restrictions in place?			
7. Is furniture arraigned/removed to accommodate requirements?			
D. Hygiene Practices			
1. Is good hygiene signage posted?			
2. Are hand washing facilities available?			
3. Is hand sanitizer available for staff and visitors?			
4. Are disposable tissues available?			
E. Cleaning/Disinfecting Practices			
1. Are cleaning & disinfecting supplies readily available?			

Assessment Criteria	Y	N	Comments
2. Are cleaning & disinfecting schedules/protocols in place?			
3. Are cleaning/disinfecting supplies stored appropriately?			
F. Employee Training & Accountability			
1. Is Departmental COVID-19 Reopening Plan posted in work area?			
2. Have employees reviewed LNI COVID-19 training (updated 2/21)?			
3. Is staff trained on all COVID-19 protocol & procedures?			
4. Is staff COVID-19 training documented?			
5. Is staff advised on Condition Feedback Protocol?			
6. Is staff advised on Non-compliance Reporting Protocol?			
G. Lobby and Receptions Areas			
1. Is face covering, social distancing and hygiene signage posted?			
2. Are visitors screened for illness symptoms? Method?			
3. Are visitors required to wear face covering?			
4. Are disposable face covering available for visitor use?			
5. Is hand sanitizer available for visitor use?			
6. Is room occupancy limitations calculated? Posted?			
7. Are floor marking in place? Spaced appropriately?			
8. Are visitor food/drink restrictions posted?			
9. Are commonly used equipment sanitized after use (pens/iPad)?			
10. What engineering controls are needed for non-compliance areas?			
H. Elevator Use Protocol (if applicable)			
1. Is signage posted regarding restrict use?			
2. Is signage posted for elevator etiquette?			
3. Are employees advised to use stairs when capable?			
H. Common Area, Training & Conference Room Protocol			
1. Is all signage posted in each area?			
2. Have room occupancy limitations been calculated? Posted?			
3. Has virtual meeting protocol been developed?			
4. Is food & drinks limited or restricted?			
I. Breaks & Lunch Protocol			
1. Is all required signage posted?			
2. Is staff directed to wash hand before and after breaks?			
3. Are staff breaks staggered to reduce congestion?			
4. Are congestion areas identified and limited?			

Additional Notes: