Essential Business Employer COVID-19 Safety Practices Checklist

COVID 19 Safety Practice	Implemented
Employer updates "sick" policy based on COVID-19 guidelines from the CDC and Department of Health.	
Employees are screened for temperature and symptoms prior to entering the worksite daily.	
Employees are trained to self-monitor during the workday and report any changes in symptoms.	
Employees reporting symptoms prior or during the workday are instructed to stay home, go home and directed to call their health care provider or the Aspirus Call Center triage line.	
Communication of and poster reminders are prominently posted including:	
• Wash hands frequently with soap and warm water for 20 seconds.	
• When handwashing is not available hand sanitizer (at least 60% alcohol) is readily available.	
• Avoid touching your nose, eyes, and mouth.	
• Sneeze or cough into the crook of your arm or use a tissue.	
Frequently disinfect and clean workplaces: shared equipment, offices, bathrooms, common areas including blue tape marking of surfaces with frequent shared contact requiring more frequent cleaning.	
Wear masks at work appropriate to the role.	
Increase ventilation rates and air circulation from outdoors.	
Apply social distancing as work duties support. Maintain a distance of 6 feet apart, stagger breaks, start times, entry points and shifts, do not congregate in break rooms or meeting areas, do not share food or utensils.	
Support work from home when possible.	
Ban or reduce in-person meetings and move to virtual.	
Install glass or plexiglass barriers where possible and appropriate.	
Ban non-essential travel.	
Reduce deliveries to only those that support production and consider curbside delivery and pick-up.	

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*The checklist is a summary of key CDC and Department of Public Health guidelines and is not meant to represent the full listing.