



# Facility Hygiene & Readiness Checklist

Coronavirus (COVID-19) is the latest communicable disease outbreak with symptoms ranging from mild to severe. While it may be a novel illness, workplace hygiene best practices remain the same.

This checklist gives you an overview of recommended workplace signage, work area cleanliness, and employee communication. Please read through this checklist and mark whether your organization is doing each best practice.

*Check the box if your organization has taken these steps:*

## Signage

Proper signs throughout your facility remind people to do their part to prevent the spread of viruses.

- ☐ Posted signage in entryways requesting those who have flu-like symptoms not to enter the facility.
- ☐ Posted signage in entryways requesting all employees and visitors to wash their hands upon entry.
- ☐ Post signage displaying proper hand washing techniques near all hand washing stations.

## Work Area

Sanitary work areas and surfaces help protect people's health.

- ☐ Hand washing facilities are conveniently located within work areas or antibacterial products are available.
- ☐ Prevention supplies, such as disposable face masks, tissues, soap, etc., are available.
- ☐ You or someone else has reviewed cleaning measures to ensure that high-risk contact areas and touch points are regularly disinfected.
- ☐ The work area is properly ventilated.
- ☐ Ventilation devices are clear of dust/cobwebs.
- ☐ Cleaning schedules are on display.

## Communication

Effective, factual information helps prevent people from needlessly panicking.

- ☐ Employees know how to report concerns with cleanliness and obtain additional cleaning.
- ☐ An emergency communication plan is in place to convey timely and accurate information to employees and visitors.
- ☐ Employees have been given accurate information about ways to prevent the spread of infection.

# How Did You Do?

*If you've got boxes unchecked, KPA can help.*

KPA solutions help clients identify, remedy, and prevent workplace safety and compliance problems across their entire enterprise. The combination of KPA's software, consulting, and training helps organizations minimize overall risk so they can focus on what's important—their core business.

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Vera EHS helps you develop a comprehensive EHS program that harnesses technology, best practices, and the concerted efforts of your workforce to maintain a safe and productive workplace.

