COVID-19 Infection Prevention Checklist for Employers

No matter where you work, you need to take steps to reduce COVID-19 infection in the workplace. The steps you take now can reduce health risks and lost time for all your staff.

**Before staff returns:**
- Plan strategies to reduce face-to-face contact and increase space between workers
- Move furniture to increase space between work areas whenever possible
- Establish flexible work practices to allow for teleworking or staggered shift schedules
- Determine training needs and resources
- Post educational information (like handwashing or respiratory etiquette posters)

**Once you have re-opened:**
- Promote frequent handwashing
- Promote proper respiratory etiquette. Everyone should cover coughs and sneezes
- Provide tissues, soap or hand sanitizer (>60% alcohol), trash receptacles
- Remind workers that used tissues should be disposed of right away
- Update office practices to reduce sharing desks, phones, computers, and other equipment
- Maintain good housekeeping practices which include frequent disinfecting of common-use surfaces and equipment

**If someone gets sick:**
- Encourage anyone with symptoms (fever, cough, shortness of breath) to stay home
- Revisit your strategies. Any lessons learned? Items needing to be updated?

**Do you have enough...?**
- Tissues
- Hand sanitizer
- Soap refills
- Disinfecting cleansers (look for EPA-approved solutions)
- Trash receptacles
- Signs and posters