COVID-19 Health and Safety Checklist for In-Office Work

☐ Make sure all employees are wearing PPE *(cloth mask or surgical mask).*

☐ Are there enough hand washing and sanitization stations?

☐ Have socially distanced *(6 feet or more)* desks and cubicles.

☐ Consider using physical barriers like plexiglass.

☐ Close common shared spaces.

☐ Discourage employees from sharing equipment; if that’s not feasible, be sure equipment is properly disinfected.

☐ Have signage around the office to remind employees and customers of proper hygiene, PPE and physical distancing.

☐ If employees can work from home, let them.

☐ Stop all non-essential work travel.

☐ Employees should do health screenings before they enter the workplace.

☐ In case an employee gets sick, have a designated contact tracer.