



IntelliStart



THE ESSENTIAL VIRUS PROTECTION SELF-ASSESSMENT CHECKLIST FOR YOUR BUSINESS

Protect your staff and workplace with this guided checklist to ensure you can re-open and conduct business safely and successfully

FOREWORD

We are close to getting back to normal after COVID-19, but we're not there yet. For life to resume as before, businesses must take substantive steps towards protecting their places of work from the threat of viruses. We cannot embrace normality again without protecting ourselves in full so we must implement the lessons of the pandemic.

The key to getting your workplace back to normal is to reopen with virus protection in place and then maintain that system moving forward. This ensures you can re-open safely, complying with all relevant health and safety legislation, and mitigate the potential damage of future infection events.

That is why we created this self-assessment checklist for you to use when re-opening and/or evaluating your current operations.

Our checklist will take you through a collection of best practices and measures different organizations are taking to protect their workforce and customers. You can use this checklist as a way to assess your own operations and set up a high-quality virus prevention system for your workplace. It contains information from the CDC, OSHA, and several other relevant organizations, all designed to be highly actionable and simple to implement.

Let's fight back against deadly viruses and work together to get back to normal.

DISCLAIMER

This guide's intention is to inform employers and workers in most workplace settings to help them identify risks of being exposed to and/or contracting COVID-19 at work and to help them determine appropriate control measures to implement.

The recommendations contained in this guide are advisory in nature, informational in content, and are intended to assist employers in providing a safe and healthful workplace.

TRAVEL TO WORK AND PRE-ENTRY PHASE:

<input type="checkbox"/> ACTION	<input type="checkbox"/> NONE	<input type="checkbox"/> PARTIAL	<input type="checkbox"/> MINOR DEFICIENCIES	<input type="checkbox"/> FULL	GUIDANCE	NOTES
INCREASE AWARENESS					<ul style="list-style-type: none"> • Provide general education on COVID-19 • Educate on what to expect when returning to work • Encourage staff to travel individually using private transport • Train employees on best practices when using public transportation • Increase safety protocols for company-sponsored travel • Encourage social distancing while travelling • Encourage or mandate the wearing of PPE during commutes (provide or compensate employees for buying face masks) • Provide employees with sanitation packs to be used for public transport, such as mini sanitizers, quick-access wipes and gloves 	
INCREASE AND CLEARLY COMMUNICATE SAFETY PROTOCOLS AT POINTS OF ENTRY					<ul style="list-style-type: none"> • Hang educational posters at points of entry • Provide contactless temperature checking and sanitizer dispensers • Encourage the wearing of PPE • Provide face masks and safe working kits, and distribute them upon entry • Limit on-site capacity • Provide separate entrances for customers and employees • Subsidize parking at work and increase capacity if necessary • Maintain distance of 6 feet between individuals lining up for entry 	

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					<ul style="list-style-type: none"> • Create separate points of entry and exit to minimize and streamline contact between employees • Provide a QR or barcode scanner to confirm employees have passed health criteria (e.g., COVID-19 symptoms, not on quarantine list) 	
<p>RESTRICT OR LIMIT NON-EMPLOYEE VISITS</p>					<ul style="list-style-type: none"> • Prohibit visits for non-employees where possible • Screen non-badged contractors/vendors with health questionnaires and a temperature check before allowing them on site for deliveries, repairs, etc. • Implement 1-in-1-out measures where possible • Consider requiring pre-approval for all visitors 	
<p>LIMIT ON-SITE CAPACITY</p>					<ul style="list-style-type: none"> • Create work shifts • Close off parking lots and parking spaces to limit customer capacity • Balance extra hours with time allotted for extra cleaning 	

AT WORK:

<input type="checkbox"/> ACTION	<input type="checkbox"/> NONE	<input type="checkbox"/> PARTIAL	<input type="checkbox"/> MINOR DEFICIENCIES	<input type="checkbox"/> FULL	GUIDANCE	NOTES
INCREASE AWARENESS					<ul style="list-style-type: none"> Promote healthy personal habits with high-visibility posters Highlight new safety processes and policies through prominently placed posters 	
USE PPE ACCORDING TO OSHA RISK LEVEL					<ul style="list-style-type: none"> Encourage or mandate PPE usage based on work environment: N95 respirators or 2 masks a day for healthcare workers Production employees should wear polyester gloves and glasses, office employees and customer-facing employees should be given daily masks (cloth masks with two or three layers are recommended) 	
UPGRADE YOUR EQUIPMENT					<ul style="list-style-type: none"> Place contactless sanitizers and thermometers in all offices and worksites Improve air ventilation/filtration by installing HEPA air filters, and increase ventilation rates Avoid using central air-conditioning and heating systems Replace communal food options Install plexiglass or glass barriers Allow contactless payments Implement curbside pickups Swap buffet like lunch options for prepackaged meals to minimize shared utensils 	

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PROPAGATE SAFE BEHAVIOR NORMS					<ul style="list-style-type: none"> • Use tapes, marks, decals and other markings, e.g. on elevator floors to reemphasize capacity limits and passenger orientation • Use arrows to guide one-way movements through corridors or aisles Hold group meetings via video calls • Cancel non-business-critical and in-person activities (such as happy hours) • Monitor policy adherence • Encourage “remote first” working • Eliminate in-store food samples • Discourage touching of merchandise • Encourage contactless delivery and app-based tipping for delivery drivers • Install badge scanners at the entrance to each room to generate live data of employee traffic 	
ENCOURAGE SOCIAL DISTANCING					<ul style="list-style-type: none"> • Rotate or stagger work shifts between employees and group them into “operating pods” that work together • Implement flexible work hours • Create physical separation of workstations and through zones • Redo seating arrangements to create at least 6-foot distance • Minimize person-to-person contact • Limit or remove equipment that is frequently shared, such as staplers, printers, pens, etc • Encourage self check-in and -outs • Restrict movement generally wherever possible 	

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CLEAN & DISINFECT					<ul style="list-style-type: none"> • Reduce operating hours to accommodate additional cleaning especially of high-traffic areas and surfaces • Provide high-quality cleaning equipment • Provide frequent sanitization and hand washing breaks • Provide cleaning supplies, hand sanitizer, and sanitation supplies • Install touchless hand sanitizers • Provide UV light cell-phone disinfectants • Follow CDC guidelines to clean the equipment • Institute a clean desk policy to support overall office health and safety • Disinfect test products after each demo (retail) 	
MEASURE & RESPOND					<ul style="list-style-type: none"> • Collect employee and customer feedback, and use it to implement changes • Track organizational and macro health statistics 	
ISSUE SICK LEAVE & COMPENSATION GUIDANCE					<ul style="list-style-type: none"> • Develop and communicate compensation, attendance and reliability and other related policies • Reimburse sick time off, institute short-term disability leave programs, and emergency leave policies 	

COMMON SPACES: MEETING ROOMS, BREAK ROOMS, RESTROOMS & HALLWAYS

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CLEAN & DISINFECT					<ul style="list-style-type: none"> Minimize usage of door handles Improve air ventilation and filtration (HEPA filters) Increase routine sanitization of common areas to every 2 hours 	
ENCOURAGE SAFE BEHAVIOR NORMS					<ul style="list-style-type: none"> Make an assessment to identify high-risk and high-touch areas, and use it to create new safety measures Enforce wearing masks, gloves, and other PPE 	
UPGRADE EQUIPMENT					<ul style="list-style-type: none"> Replace coffee machines with individual coffee deliveries Use bottled water or motion-sensing water dispensers Remove vending machines Install motion controlled doors Install hands-free towel dispensers Ensure restroom exhaust fans are functional and operating at full capacity 	
ENCOURAGE PHYSICAL SEPARATION					<ul style="list-style-type: none"> Close common areas and provide strict protocols for reopening Specify employee usage protocols Use decals Limit the capacity of elevators Stagger lunch hours to reduce the number of people entering and exiting at one time Extend operating hours for cafeterias Set up partitions on dining tables Ensure employees are not sitting next to or facing each other at cafeterias 	

WHAT TO DO AFTER AN INFECTION EVENT

<input type="checkbox"/> ACTION	<input type="checkbox"/> NONE	<input type="checkbox"/> PARTIAL	<input type="checkbox"/> MINOR DEFICIENCIES	<input type="checkbox"/> FULL	GUIDANCE	NOTES
INCREASE AWARENESS					<ul style="list-style-type: none"> • Communicate policy on contact tracing, usage of collected data, and draw up a clear privacy policy • Publish office-wide communication to inform employees of incidents, handle concerns, and inform them of measures taken to ensure safety 	
CLEAN & DISINFECT					<ul style="list-style-type: none"> • Implement an immediate shutdown of affected areas until deep cleaning is completed • Disinfect facilities post-infection with EPA-registered disinfectant on List N: Disinfectants 	
ENCOURAGE SAFE BEHAVIOR NORMS					<ul style="list-style-type: none"> • Set up clear measures to detect COVID-19 cases • Draw up a clear process that protects privacy, e.g., an employee hotline, for employees to report a sick employee or suspected case • Establish testing requirements and have testing facilities available if possible • Have clear contact-tracing measures to track and identify individuals exposed to potential risk • Rapidly communicate with any employee who may have been exposed to COVID-19 	

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TEST & ISOLATE					<ul style="list-style-type: none"> • Consider COVID-19 testing for all employees who come into contact with a COVID-19 patient • Establish a quarantine policy following government guidelines • Establish conditions for returning to work • Enable employees with no symptoms to stay productive during quarantine (remote work) 	



How can you get back to operating successfully and safely? Learn more about the IntelliStation: our all-in-one touchless temperature scanner & sanitizer dispenser.



**We help businesses create safer workplaces.
Gain your customer's trust and achieve profitable
operations with IntelliStart.**

Contact us Today for a Better Tomorrow



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