



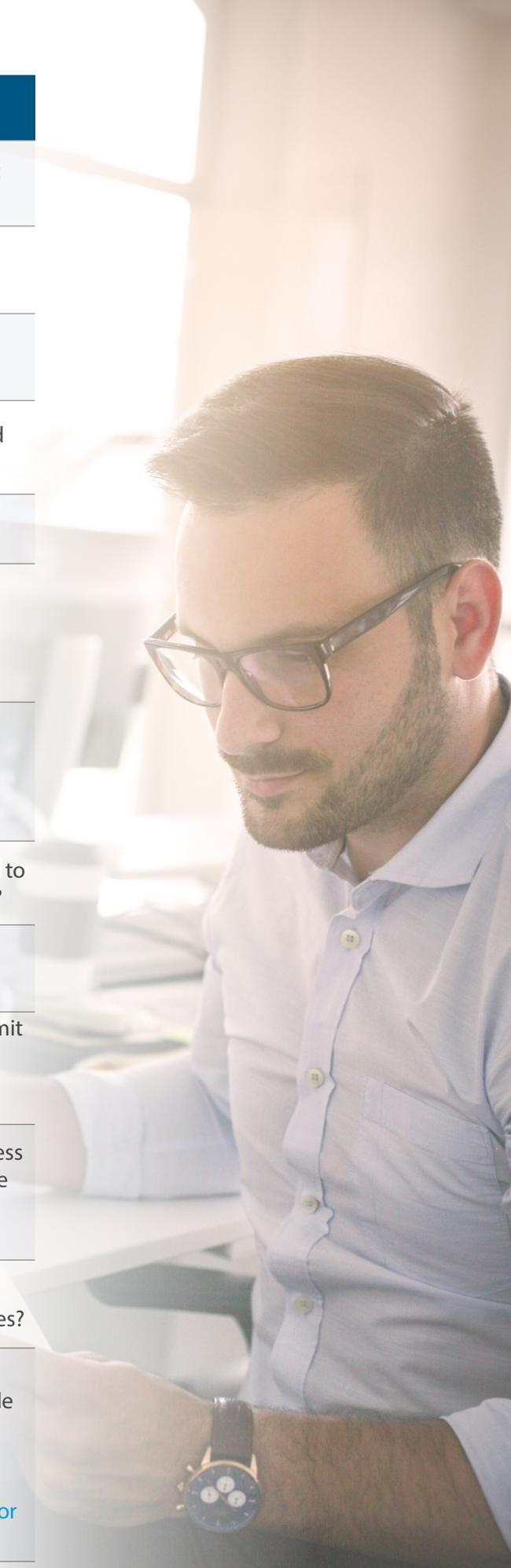
CDC GUIDELINE CHECKLIST

PLANNING BUSINESS OPERATIONS

<input type="checkbox"/>	Have we identified a workplace coordinator who is responsible for COVID-19 issues and their impact at the workplace?
<input type="checkbox"/>	Have we empowered local managers, at any distributed locations, with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions?
<input type="checkbox"/>	What are our essential functions, and what is the reliance that others and the community have on our services or products?
<input type="checkbox"/>	Are we prepared to change our business practices if needed to maintain critical operations or infrastructure?
<input type="checkbox"/>	Have we identified alternative supply chains for critical goods and services in case there is higher demand or products are unavailable?
<input type="checkbox"/>	Have we spoken with our business partners about our response plans or shared best practices with other businesses in our communities?
<input type="checkbox"/>	If there is a spike in absenteeism due to sick employees, employees caring for sick relatives, or employees providing child or elder care, are we prepared to continue our essential business functions?
<input type="checkbox"/>	What travel is necessary for us to conduct our business?
<input type="checkbox"/>	What meetings, conferences or other sizeable in-person gathering can be canceled or postponed?
<input type="checkbox"/>	Are there services that can be delivered remotely (e.g., phone, video, or web) instead of in person?
<input type="checkbox"/>	For meetings that cannot be hosted via video or teleconference, can the meetings be held in an open, well-ventilated space?

MANAGING EMPLOYEES DURING COVID-19

<input type="checkbox"/>	Are our sick leave policies flexible and consistent with public health guidance?
<input type="checkbox"/>	Are our employees aware of our policies, and do they understand these policies?
<input type="checkbox"/>	Are our human resources policies and practices consistent with public health recommendations?
<input type="checkbox"/>	Are any new policies that we've implemented consistent and compliant with existing state and federal workplace laws?
<input type="checkbox"/>	Are managers encouraging sick employees to stay home?
<input type="checkbox"/>	If an employee appears to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or becomes sick during the day, do our employees know what policies and procedures to follow?
<input type="checkbox"/>	Are our employees educated on what symptoms to self-monitor (i.e., fever, cough, or shortness of breath) for and are they encouraged to avoid coming to work if they are experiencing any of these symptoms?
<input type="checkbox"/>	Do employees know what company policies and procedures to follow in the event they have a sick family member at home?
<input type="checkbox"/>	If we have made any recent changes to our sick leave policy, have these changes been broadly communicated to our employees?
<input type="checkbox"/>	Are we able to create and maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to lack of school or childcare closures?
<input type="checkbox"/>	Have we spoken with the companies that provide our business with contract or temporary employees about the importance of sick employees staying home, and have we encouraged them to develop non-punitive sick leave policies?
<input type="checkbox"/>	Have we connected our employees with our employee assistance program (EAP) resources and community resources?
<input type="checkbox"/>	In the event of a confirmed COVID-19 infection, do we know how to properly inform their fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA)? Are we able to instruct our employees on how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure ?



MANAGING EMPLOYEES IN THE WORKPLACE

<input type="checkbox"/>	If social distancing is recommended by state and local health authorities, meaning individuals should stay approximately 6 feet or 2 meters apart from others and avoid large gatherings, can it be safely and effectively implemented in our workplace?
<input type="checkbox"/>	Can employees work or continue to work remotely?
<input type="checkbox"/>	Can employees work in flexible or staggered shifts to reduce employees on-site
<input type="checkbox"/>	Where does there need to be more space between employees on the worksite? What can be done to encourage them to maintain space?
<input type="checkbox"/>	Where do employees and customers interact closely? Can physical dividers be used in this space?
<input type="checkbox"/>	How can we encourage the use of non-contact methods of greeting? Instead of handshaking – how do we say hello?
<input type="checkbox"/>	Are we actively monitoring the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country in the event an employee requests to travel?



MANAGING THE WORKPLACE

<input type="checkbox"/>	Can we increase ventilation rates or increase the percentage of outdoor air that circulates into our system, to improve building ventilation?
<input type="checkbox"/>	Do we offer no-touch disposal receptacles and tissues?
<input type="checkbox"/>	Are soap and water readily available?
<input type="checkbox"/>	If soap and water can't be made available to our employees, are we providing alcohol-based hand sanitizer that is at least 60% alcohol?
<input type="checkbox"/>	If an employees hands become visibly dirty, have we provided a place where they can clean their hands with soap and water?
<input type="checkbox"/>	Have we placed hand sanitizer in multiple areas?
<input type="checkbox"/>	Have we placed posters that encourage good hygiene practices at the entrances to our workplace and in other high-traffic areas?
<input type="checkbox"/>	Are we routinely cleaning and disinfecting all frequently used areas and touched surfaces, such as workstations, keyboards, telephones, handrails, and doorknobs?
<input type="checkbox"/>	Are we providing disposable wipes so that commonly used surfaces can be wiped down by employees?
<input type="checkbox"/>	Are we maintaining all recommended CDC cleaning-procedures, including washing dirty surfaces with soap and water before disinfection?
<input type="checkbox"/>	Are we using common EPA-registered household disinfectants and following the manufacturer's instructions for all cleaning and disinfection products?
<input type="checkbox"/>	Are we actively discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment, whenever possible?
<input type="checkbox"/>	If device-sharing is necessary, are we cleaning and disinfect devices before and after their use?
<input type="checkbox"/>	Are we providing disposable wipes, that meet EPA's criteria for use against SARS-Cov-2 ^{external icon} , the cause of COVID-19, and are appropriate for the surface, so that commonly used surfaces can be wiped down by employees?
<input type="checkbox"/>	If a person suspected to have or confirmed to have COVID-19 has been in the facility, are we prepared to perform enhanced cleaning and disinfection?
<input type="checkbox"/>	Are we prepared to follow all recommended CDC cleaning and disinfection recommendations in the event there is a suspect or confirmed case of COVID-19?

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