**COVID-19 Checklist for Safe Operating Practices**

As your company develops and implements the reopening of your facility operations in regards to federal, state and local guidelines, it is important to create plans to provide a safe and healthy environment for all staff and employees.

We have developed a free worksheet to assist with your facility’s reopening guidelines. This checklist provides recommendations on how your facility can utilize protocols to create a “new normal” during COVID-19.

By keeping everyone on the same page with this checklist, all staff and employees of your facility will be able to practice safe and healthy operations and continue to grow your business.

In an effort to support those that have been impacted by the COVID-19 outbreak, information has been gathered on procedures and guidelines for rebuilding, recovery and reopening work facilities. The materials and information displayed on the free worksheet is for general information purposes only. The Great Plains TMC is not responsible for the results that relate to your reopening decisions. Please work with your COVID-19 response team to determine the best procedures for your company.

**EXAMPLE LIST**

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| **OBJECTIVE** | **Daily** | **Weekly** | **As Needed** | **SUPERVISOR(S)** |
| Facility Guidelines* Check-ins
* Temperatures
 | **\*** |  |  | * Safety Manager
* HR Manager

Gather test results. Follow up with exposed employee’s family/contacts |
| Exposure/Response Plan* Reporting to public health
* Quarantining/isolation and tracing
 |  |  | **\*** | * Top Manager
* Maintenance

Isolate the area and staff. Notify public health associates. Inform employees. |
| Training, Reporting, Documentation, Compliance Guidance* Hand washing/sanitizing stations
* Daily reports
 | **\*** |  |  | * Safety Manager
* HR Manager

Provide training and cleaning stations for employees to follow safety protocols.  |
| PPE Distribution* Supply
* Fit, care and training
* Masks, Gloves, Shields, etc
 |  | **\*** |  | * Purchasing
* Safety Manager

Provide PPE available for all employees.  |
| Cleaning and Disinfecting* Trash
* Shift change
* Highly touched areas/objects
* Break rooms
 | **\*** |  | **\*** | * Maintenance
* Safety Manager

Utilize recommended disinfectants to clean surfaces and highly touched areas.  |
| Deliveries* Visitor protocol
* Truck Driver procedure
* Deliveries throughout facility
 | **\*** |  |  | * Purchasing

Determine how packaging will be delivered throughout facility and truck procedures |
| Social Distancing Protocols* Manage/enforce guidelines
* Signage
* Markers on floors
 | **\*** |  | **\*** | * Top Manager
* Safety Manager

Post signage and reminders throughout facility.  |
| Communications* Employees
* Suppliers
* Clients
* Community/State Officials
 |  | **\*** |  | * Top Manager
* HR Manager

Ensure that all employees and staff are informed of new updates. |
| Remote Workers* Communication
* Cyber Security
* Equipment
 |  | **\*** |  | * HR Manager
* IT Support

Check in with remote workers to utilize their needs and support their work.  |

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| **OBJECTIVE** | **Daily** | **Weekly** | **As Needed** | **SUPERVISOR(S)** |
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