

## **COVID-19 Prevention Workplace Self Evaluation – Please answer all questions**

### **Training**

Have all employees been trained to wash hands frequently with soap and water for at least 20 seconds?

Have all employees been trained to practice cough and sneeze etiquette by covering mouth and nose with a tissue or using the inside of the elbow?

Have employees been trained to discard tissue after cough/sneeze and wash hands immediately with soap and water?

Have you placed posters that encourage [hand hygiene](#) to [help stop the spread](#) at the entrance to workplaces and in other workplace areas where they are likely to be seen?

Have employees been trained to avoid touching their face?

### **Sanitation**

Is soap and water maintained in all lavatories used by employees to wash hands with paper towels/air dryers available to dry hands?

Has alcohol-based hand sanitizer been placed in convenient places throughout the facility so that employees may clean hands in close proximity to workstation?

Is disinfectant cleaner made available for employees or cleaning staff to clean and disinfect frequently touched objects such as doorknobs, handrails, keyboards, shared touch screens, etc.?

Have employees been trained to allow the disinfectant to sit for the period of time required by the manufacturer to effectively disinfect the surface?

### **Engineering Controls**

Have you increased ventilation rates provided by the HVAC system and/or increased the percentage of outdoor air that circulates into the system?

Have you installed high efficiency air filters?

Are you providing services remotely where possible (e.g. Via telephone or internet)?

Have you installed partitions or barriers to separate customers from employees and employees from each other?

**Administrative Controls**

Have you trained employees to minimize sharing of tools, workstations, etc. to the extent permissible in the workplace?

Have employees been trained to properly disinfect shared equipment frequently?

Are you staggering shifts to minimize the number of employees on site?

Have you rearranged or temporarily relocated workstations to enable employees to maintain 6 feet of separation?

Have you been able to utilize curbside pickup or delivery?

Have you adjusted the rate of work (e.g.; slowed conveyors) to enable employees to effectively maintain 6 feet of separation?

Are employees permitted to work from home where possible?

**Personal Protective Equipment**

Are you permitting employees to wear N95 filtering facepiece respirators on a voluntary basis?

*If so, the only requirement this imposes on an employer is to provide employees a copy of [Appendix D](#) to the respiratory protection standard. TOSHA will email you a copy if you call 800-249-8510*

Are you permitting employees to wear cloth face masks (not respirators) to prevent the potential spread of aerosol particles released through exhalation, speaking, coughing, sneezing, etc.?

Consider seeking employee input for ways to complete work tasks while complying with recommendations to social distancing.

Record other protective measures here:

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Evaluation conducted by:

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Printed Name Title

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Signature Date