Cleansolution
Your partner in re-opening.

Re-Opening Checklist

Are you a lab, healthcare, or mortuary business?

- Yes → **High / Very High**
- No → Can employees maintain a 6' distance from each other and the public?
  - Yes → Do employees travel or have health risk factors (age, pregnancy, etc.)?
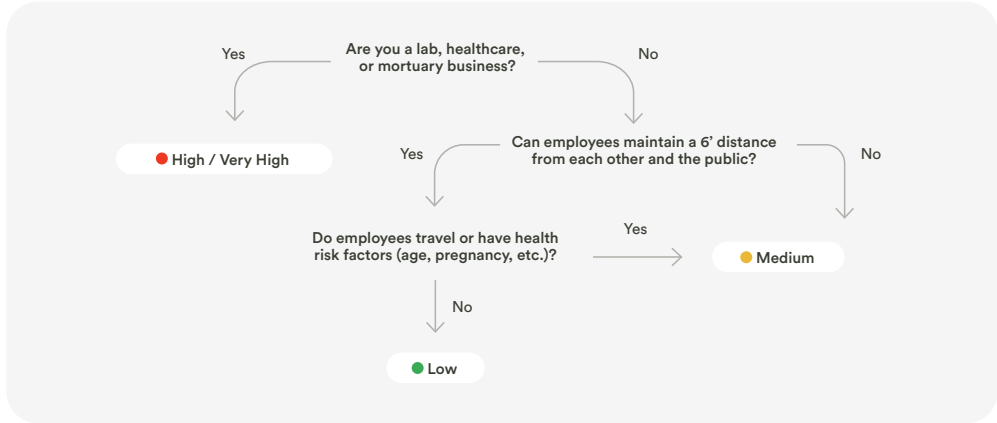   - Yes → **Medium**
    - No → **Low**
  - No → **Medium**

● For Everyone:

The Basics

- Encourage people to stay home if they are sick.
- Encourage frequent, thorough hand washing.
- Provide hand sanitizer (at least 60% alcohol) and disposable disinfectant wipes.
- Use policies and practices to increase physical distance (e.g. work from home, staggered shifts, elevator limits, etc.)
- Discourage people from using each others spaces and supplies.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting surfaces, equipment, etc.
- Schedule regular electrostatic disinfectant treatments.

Policy Considerations

- Proactively address workers' concerns about pay, leave, safety, health, and other issues.
- Ensure sick leave policies are flexible (allowance to stay home to care for a sick family member, etc.) and consistent with public health guidance.
- Discontinue nonessential travel.
- Collaborate with employees to figure out how to effectively communicate policies and information. Consider an emergency communications plans, including a forum for addressing concerns.
- Provide adequate, usable, and appropriate training, education, and information about business-essential job functions, worker health and safety, COVID-19 risk factors, and protective behaviors.
- If you use temp or contract workers, talk with staffing agencies about the importance of sick employees staying home. Encourage partners to develop non-punitive policies.
- Follow CDC procedures if a person suspected/confirmed to have COVID-19 has been in your space.
- Monitor public health communication about COVID-19.

Physical Space Considerations

- Adjust what you can to reduce exposure to hazards without relying on worker behavior.
- Reposition chairs in common areas.
- Install touchless dispensers, sensor-operated faucets and toilets, and hands-free door openers as is possible.
- Use directional flows and visual space markers.
- Create a plan for ongoing disinfecting, including cleaning and disinfecting high-touch areas (workstations, handles, etc.) daily and meeting spaces after each use.
- To increase employees' peace-of-mind, hire a janitorial specialist for daytime cleaning of high-touch areas.

PPE Considerations

- Always use PPE with other preventative measures and appropriate policies and practices in play.

● For Medium-risk:

Physical Space Considerations

- Install physical barriers, such as clear dividers.

PPE Considerations

- Check the OSHA and CDC websites regularly for recommended PPE updates.
- Use an appropriate combination of gloves, gown, face mask, and/or face shield/ goggles.
- Train employees who need to use PPE how to put it on, use/wear it, and take it off correctly. Make sure training material are easy to understand and available in the appropriate language and literacy levels.
- Provide PPE for employees if it's appropriate for your business/work (legal requirement).

Keep in mind all PPE must be: appropriate for the hazards employees are facing; properly fitted; refitted as needed; consistently and properly worn when required; regularly inspected, maintained, and replaced; properly removed, cleaned, and stored or disposed of.

Helpful hint: expensive, durable PPE may be less expensive in the long run.

● For High/Very High-risk:

Policy Considerations

- Ensure psychological and behavioral support is available to address employee stress.

Physical Space Considerations

- Upgrade and maintain air-handling systems as needed (e.g. negative pressure ventilation, etc.)
- Do your best to place patients with known or suspected COVID-19 in an airborne infection isolation room (AIIR).
- Use isolation rooms for aerosol-generating procedures and postmortem work.
- Follow Biosafety Level 3 precautions in labs.

PPE Considerations

- Use a respirator when working within 6 feet of patients known to be, or suspected of being, infected with SARS-CoV-2 and performing aerosol-generating procedures.
- If you need to use respirators, thoroughly read all requirements and take measures to comply.