

CHECKLIST

POST-CORONAVIRUS RETURN TO WORK CLEANING

Presented by **JP Griffin Group**

As employers prepare return to work plans, workplace cleanliness is a topic on the minds of many. In the wake of the coronavirus disease (COVID-19) pandemic, cleaning practices play a crucial role when reopening workplaces. The Center for Disease Control and Prevention (CDC), and the Environmental Protection Agency (EPA) outline best practices for employers regarding routine cleanings of a workplace to best prevent the spread of COVID-19. To get started, employers can consider topics on this checklist when planning or updating cleaning routines.

Routine Cleaning Practices	YES	NO	N/A
Are routine cleanings conducted frequently?	☐	☐	☐
Do cleaning routines begin by cleaning with soap and water?	☐	☐	☐
Do cleaning practices use disinfectants listed by the EPA to use against SARS-CoV-2, the virus that causes COVID-19?	☐	☐	☐
Are all multi-touch surfaces such as doorknobs part of routine cleanings?	☐	☐	☐
Are electronic devices being routinely cleaned according to manufacturer's instructions or with alcohol-based cleaning solutions with at least 70% alcohol?	☐	☐	☐
Are soft surfaces such as carpeted floor, rugs and drapes being routinely cleaned with soap, water and appropriate cleaners designated by manufacturer's recommendations or an EPA-recommended disinfectant?	☐	☐	☐
Are soft laundry items, such as towels, linens and work-related clothing being routinely cleaned using manufacturers' instructions, with the warmest possible water setting?	☐	☐	☐
Are high-touch outdoor surfaces such as bars or railings included in cleaning routines?	☐	☐	☐
If employees are using face coverings or masks, is a cleaning procedure in place?	☐	☐	☐

Workplace Equipment and Supplies	YES	NO	N/A
Are HEPA air filters operational and well-maintained?	☐	☐	☐
Is hand sanitizer provided to employees?	☐	☐	☐
Are sanitizer wipes provided to employees?	☐	☐	☐
Are cleaning supplies stocked, including EPA-recommended disinfectants?	☐	☐	☐

CHECKLIST

POST-CORONAVIRUS RETURN TO WORK CLEANING CHECKLIST

Employee Participation	YES	NO	N/A
Are employees washing their hands regularly for 20 seconds with soap and water?	☐	☐	☐
Are employees cleaning their work areas?	☐	☐	☐
Are employees cleaning their electronic devices and work equipment?	☐	☐	☐
Are employees avoiding the use of multi-touch devices, such as shared computers in meeting rooms?	☐	☐	☐

Employee Communications	YES	NO	N/A
Have cleaning expectations been communicated to employees?	☐	☐	☐
Are employees trained on properly washing, including how and when to wash their hands?	☐	☐	☐
Are employees trained on cleaning and disposing of personal protective equipment, including face coverings, masks and gloves?	☐	☐	☐
Have disinfecting and cleaning plans been communicated to employees in the event of an employee testing positive for COVID-19?	☐	☐	☐
Are employees aware that thorough cleaning procedures do not replace best practices, such as social distancing?	☐	☐	☐

COVID-19 Disinfecting Preparedness	YES	NO	N/A
Does your organization have a planned workplace disinfection response in place in the event of an employee testing positive for COVID-19?	☐	☐	☐
If disinfecting in response to a positive COVID-19 test, are all required supplies on hand?	☐	☐	☐
If disinfecting in response to a positive COVID-19 test, are teams properly trained and prepared for appropriate disinfecting practices?	☐	☐	☐

Thorough cleaning practices can help prevent the spread of COVID-19. When creating return to work plans, consider suggestions from this checklist. For further resources on COVID-19, contact JP Griffin Group.

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed representative at JP Griffin Group Agency or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.