



# Worker Protection Tool

## For Coronavirus Disease 2019 (COVID-19)

Consider the exposure that your workers will have to potential sources of COVID-19 when you resume business operations. Use this tool to identify protective measures for interactions between workers and/or the public; revisit the tool on an ongoing basis while COVID-19 cases exist. Only complete items that apply to your business. See appendix for web resources.

## Worker Protections

### Engineering

#### Facilities and Equipment

Completed

N/A

Assess job hazards for potential benefit of engineering protections.

Ensure ventilation and water systems operate properly.

Alter the workspace to maintain social distancing [23]. Examples include:

Arrange partitions as a barrier shield.

Move electronic payment reader away from cashier.

Use verbal announcements, signs, and visual cues to promote social distancing.

Remove/rearrange furniture.

Provide remote shopping alternatives (e.g., delivery, pick-up).

### Administrative—three categories

#### Management and Communications

Completed

N/A

Monitor state and local public health communications about COVID-19.

Encourage sick workers to report symptoms, stay home, and follow CDC guidance.

Consider conducting daily in-person or virtual health checks [15] (e.g., symptom and/or temperature screening) before employees enter the facility:

Develop strategies to communicate with workers and manage concerns.

Remind workers of available support services.

Communicate to partners, suppliers, and contractors on policies and practices.

Encourage social distancing and use of cloth face coverings (if appropriate) [14] for both employees and customers.

Use technology to promote social distancing (e.g., telework, virtual meetings).

Cancel group events.

Continued

<b>Management and Communications</b>	<b>Completed</b>	<b>N/A</b>
Close/limit use of shared spaces.		
Ask sick customers to stay home; post signs asking them not to enter if they are sick.		
Consider policies that encourage flexible sick leave and alternative work schedules.		
Schedule stocking during off-peak hours.		
<b>Cleaning and Disinfection</b>	<b>Completed</b>	<b>N/A</b>
Develop a plan for cleaning and disinfecting [11].		
Clean and disinfect frequently touched surfaces (e.g., counters, shelving, displays).		
Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19.		
<b>Training</b>	<b>Completed</b>	<b>N/A</b>
Provide training on:		
Policies to reduce the spread of COVID-19		
General hygiene		
Symptoms, what to do if sick		
Cleaning and disinfection		
Cloth face covers		
Social distancing		
Use of PPE		
Safe work practices		
Stress management		
<b><i>Personal Protective Equipment (PPE)</i></b>		
<b>PPE</b>	<b>Completed</b>	<b>N/A</b>
Conduct a workplace hazard assessment.		
Determine needed PPE for workers' job duties based on hazards and existing protections.		
Select and provide appropriate PPE to workers at no cost.		