COVID-19 Preparedness Checklist

	YES	NO
Is there an established process for employees to follow who have tested positive, showing signs or have recently had close contact with a person with COVID-19 that instructs them to stay home and is in accordance with the CDC and/or state and local health department guidelines?	☐	☐
Is there an established sick leave policy that is flexible to allow employees to stay home when necessary without the fear of retaliation? In other words, is it flexible enough to encourage employees to stay home when they need to as a result of COVID-19?	☐	☐
Is there an established process for employees that outlines returning to work after absences due to COVID-19? Is it in accordance with CDC, state/local health department guidelines, OSHA and/or EEOC?	☐	☐
Is there an established communication policy to update employees when the policies are established or when there is a change to any of the policies?	☐	☐
Are sick employees separated and sent home immediately?	☐	☐
Are social distancing guidelines enforced and have rooms, building layouts, etc. been adapted to encourage social distancing?	☐	☐
Are floor markings provided to remind individuals of proper distancing protocols?	☐	☐
Are there limitations established on capacity per the state and local directives?	☐	☐
Are group events in line with state and local directives?	☐	☐
Are there appropriate hygiene products such as soap, hand sanitizer, paper towels, disinfectants, tissues, no-touch/foot pedal trash cans, etc. available and provided at all times?	☐	☐
Are routine environmental cleaning performed on frequently touched surfaces and shared objects to CDC standards such as workstations, tables, door handles, restrooms (i.e. sink handles, bathroom stalls), etc.?	☐	☐
Are hygiene/stay home policy posters displayed conspicuously?	☐	☐

	YES	NO
Are cloth face covering requirements for staff and visitors in line with state and local health department directives?	☐	☐
Are ventilation systems operating properly and is there increased circulation of outdoor air as much as possible?	☐	☐
Are steps taken to ensure that all water systems and features (i.e. sink faucets, decorative, baptismal or drinking fountains) are safe to use after a prolonged facility shutdown?	☐	☐
Is there a designated staff person assigned for various shifts to be responsible for COVID-19 concerns?	☐	☐
Are you aware that Catholic Mutual has COVID-19 safety materials available on their website at www.catholicmutual.org ?	☐	☐

If you have answered "NO" to any of the above questions and need further assistance, please contact your Risk Management Representative.

Revised 6/2020