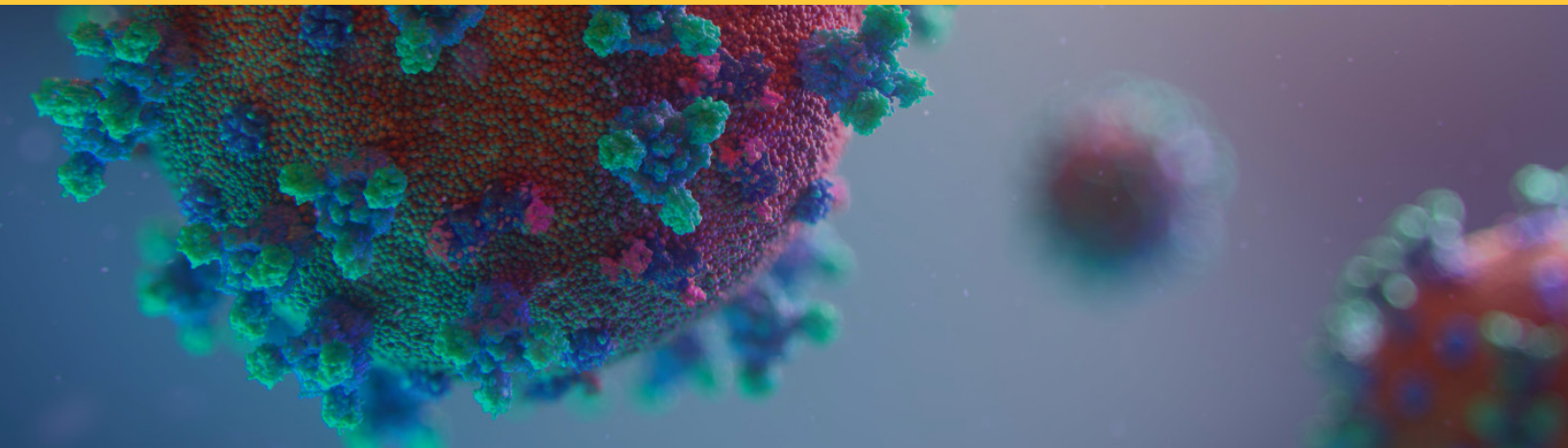


A Checklist for Designing a Coronavirus Safe Workplace





- ❑ Post the coronavirus safety protocol at all entrances
- ❑ Create disinfecting protocols. Hire somebody to do it.
- ❑ If anyone is sick, with any type of symptoms, have them go home. Then have them contact your Teladoc provider and see if they should be quarantined.
- ❑ If somebody reports positive for COVID-19, have them quarantined and notify the people they have been in contact with to do the same.
- ❑ Know the protocols related to employees who present symptoms of COVID-19, have a confirmed case of COVID-19 with no symptoms, have a confirmed case that does not require hospitalization, or had a confirmed case that required hospitalization. Check with the latest protocols from the CDC and local health authorities for these employees.
- ❑ Masks – anytime we are within 6 feet of someone else, we should have a mask on. Many employers will require people to wear masks anytime they are on premises. Make sure you supply masks that are both cool and effective.
- ❑ One way directions in hallways, entrances and exits, etc.
- ❑ Open doors (watch security concerns)
- ❑ Temperature test – for less than \$100, you can buy a temperature monitor for anyone entering your workplace. This includes employees, customers, vendors, etc. The protocol is that if their temperature is over 100°, they should not be allowed to enter.
- ❑ Plexiglass separators
- ❑ Protocols around use of equipment, kitchens, coffee makers, bathrooms, and other common use areas.
- ❑ Questionnaire – making sure that people don't have any of the symptoms associated with the coronavirus including dry coughs, high temperature, exposures to others who are sick, etc.
- ❑ Staggered everything including starting and closing hours, shifts, breaks, meals, etc.
- ❑ Stop it at the door – consider a pop-up tent, maybe in the parking lot, take temperatures, provide masks, hand sanitizers, and symptom-free checklist forms.
- ❑ Tell employees how to report any symptoms.
- ❑ Understand travel restrictions. According to the CDC, if somebody has traveled more than 100 miles away from your place of business, they should be quarantined for two weeks.

❑ Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19a and may not come to the office until they have been quarantined for at least three days without symptoms. It is recommended they contact your health care provider.

- Fever or chills
- Cough (mainly dry cough)
- Shortness of breath or difficulty breathing
- Fatigue

- Muscle or body aches
- Headache, dizziness
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

You can learn more about Coronavirus safety precautions and symptoms at

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html> and <https://www.dol.gov/coronavirus>

About Don Phin, Esq.

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