

POST CORONAVIRUS RETURN TO WORK CLEANING CHECKLIST

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do cleaning routines begin by cleaning with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do cleaning practices use disinfectants listed by the EPA to use against SARS-CoV-2, the virus that causes COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all multi-touch surfaces such as doorknobs part of routine cleanings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electronic devices being routinely cleaned according to manufacturer's instructions or with alcohol-based cleaning solutions with at least 70% alcohol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are soft laundry items, such as towels, linens and work-related clothing being routinely cleaned using manufacturers' instructions, with the warmest possible water setting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are high-touch outdoor surfaces such as bars or railings included in cleaning routines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If employees are using face coverings or masks, is a cleaning procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If disinfecting in response to a positive COVID-19 test, are all required supplies on hand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If disinfecting in response to a positive COVID-19 test, are teams properly trained and prepared for appropriate disinfecting practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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 MyHRConcierge.