

COVID-19 Illness Prevention and Social Distancing Departmental Checklist

#	Description	Yes / No / NA	Notes
A SIGNAGE			
1	Signage at each public entrance of the facility and within waiting rooms to inform all employees, patients and visitors that they should, when possible, maintain a minimum six-foot distance from one another.	Yes / No / NA	
2	Signage or information about the universal masking policy is available for staff, patients, and visitors.	Yes / No / NA	
3	In dining/eating areas, signage is available reminding employees to practice physical distancing, wash/sanitize hands before eating, use utensils to eat, and don't share food/straws/utensils/napkins.	Yes / No / NA	
4	Employees are provided information about self-screening for illness and can complete the daily online symptom survey before working.	Yes / No / NA	
B MEASURES TO PROTECT EMPLOYEES			
1	Everyone who can carry out their work duties remotely without loss of productivity has been directed to do so, and has a remote working agreement in place, filed with HR/ELR.	Yes / No / NA	
2	All employees have been told not to come to work if sick and shall contact their Primary Care Physician if symptoms warrant.	Yes / No / NA	
3	Employees in non-clinical areas have cloth masks to wear in the workplace, unless alone in an office and 6-feet from others.	Yes / No / NA	
4	Daily self-monitoring checks may be conducted before employees enter the workspace. Employees know how to access and complete the daily electronic screening tool and are prepared to show daily results to their manager at the start of each on-site workday.	Yes / No / NA	
5	Testing is available for employees who are symptomatic or were in contact with someone with a confirmed COVID-19 infection. COVID-19 testing can be obtained by completing the Employee Screening and Testing form .	Yes / No / NA	
6	Employees have access to, and can locate, the UCDH coronavirus resources webpages on the Intranet.	Yes / No / NA	
7	All individuals shall practice physical distancing of at least six feet at the desk or individual workstations unless physical barriers (such as a cubicle wall) are present to prevent droplet spread when talking while sitting or standing.	Yes / No / NA	

#	Description	Yes / No / NA	Notes
8	High touch areas are disinfected frequently by users: <ul style="list-style-type: none"> • Desktop, including buttons for adjustable desks • Monitor buttons • Keyboard, camera, mouse and mouse pad • Computer docking cable and dock, including on/off button • Phone keypad, handset and headset • Chair arm rests • Lamp button 	Yes / No / NA	
9	Designated eating areas have ample hand sanitizer or access to a hand washing sink.	Yes / No / NA	
10	Disinfectant and related supplies are available to all employees at designated areas within the department.	Yes / No / NA	
11	Hand sanitizer is available to all employees.	Yes / No / NA	
12	Soap and water are available to all employees and the public at all restrooms and other hand washing stations.	Yes / No / NA	
C	MEASURES TO PREVENT CROWDS FROM GATHERING		
1	Limit the number of patients and visitors in waiting areas, break rooms, or lounges at any one time, ensuring individuals easily maintain at least six-foot distance from one another at all practicable times.	Yes / No / NA	
2	Ensure gathering areas (sinks, coffee, microwave) do not become gathering locations.	Yes / No / NA	
D	MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART		
1	Place visual reminders to maintain physical distancing at gathering places and queuing lines.	Yes / No / NA	
2	Place tape or other markings at least six feet apart in queuing lines and on walkways at public entrances with signs directing individuals to use the markings to maintain distance.	Yes / No / NA	
3	Instruct employees to maintain at least six feet distance from patients/public, except employees may momentarily come closer when necessary for patient care and to accept payment. Appropriate universal precautions should be used.	Yes / No / NA	
4	Encourage employees to use stairs if physically able to avoid crowding in elevators.	Yes / No / NA	

#	Description	Yes / No / NA	Notes
5	Ensure meeting spaces are large enough that all persons meeting in-person may remain 6-feet apart at all times while in the meeting.	Yes / No / NA	
E	MEASURES TO PREVENT UNNECESSARY CONTACT		
1	Limit self-serving to packaged food items only. Avoid buffet/potluck style meals.	Yes / No / NA	
2	Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.	Yes / No / NA	
3	All automated doors are functional.	Yes / No / NA	
F	MEASURES TO INCREASE SANITIZATION		
1	Restrooms normally open to the public shall remain open to the public and well stocked with soap and hand drying options.	Yes / No / NA	
2	Disinfecting wipes are available at designated areas within the department.	Yes / No / NA	
3	Hand sanitizer is available to the public at or near the entrance of the facility, at checkout and reception counters, and anywhere else inside the facility or immediately outside where people have direct interactions.	Yes / No / NA	
4	Disinfect all payment portals, pens, and styluses after each use.	Yes / No / NA	
5	Increase the frequency of disinfecting break rooms, bathrooms, common areas and high-contact surfaces (door handles, computer input devices, electronics devices, etc.)	Yes / No / NA	
6	Optional- Describe other measures	Yes / No / NA	