**Sample COVID-19 Safety Protocol Checklist**

***This Checklist was developed by members of the NCA Safety Committee on September 14th, 2020***

To help employers develop a sound approach, the NCA is pleased to make this sample COVID-19 checklist available. Neither the association nor its individual members intend this document to be a definitive statement of the protocols that are applicable to each place of employment. Nor are they endeavoring to provide legal or other professional advice. This document should NOT be construed as legal advice or any other expression of the scope or nature of an employer’s legal obligation to provide employment and a safe place of employment to its employees, particularly under the unprecedented circumstances that the COVID-19 outbreak has created. In addition, new and better information could well supersede the information included in this document. As the situation evolves, employers should continue to monitor the environment in which they are working and related developments and react accordingly.

This checklist is useful in assisting to decrease the spread of Covid-19 by facilitating with:

1. Reducing transmission among staff
2. Maintaining business operations

**Basic Preventive Measures**

[ ] Maintain social distancing

[ ] Clean and disinfect frequently

[ ] Wash hands with soap & water

[ ] Use hand sanitizer if soap and water is not available

[ ] Stay home if you are sick

[ ] Employees observed being sick will be sent home immediately

[ ] Employee notified of policy

[ ] Contract workers notified of policy

[ ] Face coverings

**Signage**

[ ] Wash hands

[ ] Social distancing

[ ] Stop the spread of germs

[ ] Symptoms of Coronavirus

[ ] 10 things you can do to manage your health at home

**Response Planning**

[ ] JHA’s

[ ] Daily health survey and/or Temperature taking

[ ] PPE – Personal Protective Equipment

[ ] Potential work-related exposures identified

[ ] Response plan created

[ ] Covid-19 Training provided to staff

[ ] Increased absences planned for

[ ] Local managers empowered to take appropriate action

[ ] Cross-train personnel (for possible key staff member’s absences)

[ ] Frequent toolbox talks (ensuring to maintain social distancing)