**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)