

# COVID-19 Business Safety Assessment

## Reduce Transmission Among Employees

<b>1. Entry Screening</b> <ul style="list-style-type: none"> <li>• Symptom Screening</li> <li>• Temperature Check</li> <li>• Symptomatic Sent Home</li> <li>• Close contact with known COVID positive person</li> <li>• HR prepared with response to questions about length of time off work. (CDC recommendations change)</li> </ul>	1. Is a daily screening process in place when employees enter the facility?	
	2. Is the screening at all entrances?	
	3. Is the screening process covering CDC identified symptoms, temperature check, and close contact with COVID-19 positive person?	
	4. Does the HR department have prepared responses/policy for questions regarding isolation/quarantine?	
<b>2. Employee Education</b> <ul style="list-style-type: none"> <li>• Signs and symptoms</li> <li>• High Risk Groups</li> <li>• Proper Hygiene</li> <li>• Stay Home When Sick</li> <li>• Cleaning Best Practices</li> <li>• Social distancing and gatherings</li> <li>• Mask use/laundrying</li> <li>• FAQ</li> </ul>	1. Is education provided to employees regarding COVID-19 and employee's responsibilities?	
	2. Is there a designated area that employees can go to get information about COVID-19 specific company policies?	
	3. Do the employees receive training specific to PPE use and cleaning?	
<b>3. OSHA Risk Exposure</b> <ul style="list-style-type: none"> <li>• Complete an OSHA Risk assessment for each job code (title, role, etc.)</li> <li>• Utilize OSHA recommendations on mitigation strategies for each risk level</li> </ul>	1. Is there documentation that the OSHA risk assessment has been completed for all job roles?	
	2. Have mitigation activities been done to meet the identified risk levels?	

# COVID-19 Business Safety Assessment

## Maintain Healthy Business Operations

1. Sick Leave Policy	<ul style="list-style-type: none"> <li>• Consistent with CDC guidelines</li> <li>• Not require physician note</li> <li>• Encourages employees to stay home when sick/send them home when sick at work</li> </ul>	<ol style="list-style-type: none"> <li>1. Is there a sick leave policy that is consistent with CDC guidelines and is flexible to promote employees staying home when sick or exposed to COVID-19 positive people?</li> </ol>	
2. Employee Health	<ul style="list-style-type: none"> <li>• Employee health department</li> <li>• Medical control</li> <li>• Policies and procedures to guide employees what happens when tested positive</li> <li>• Return to work policies</li> </ul>	<ol style="list-style-type: none"> <li>1. Does the organization have an employee health department with medical control?</li> <li>2. Has the organization created policies that guide what happens when an employee tests positive for COVID-19?</li> <li>3. Has the organization created return to work policies following a positive test, close contact, or travel?</li> </ol>	
3. COVID Intel	<ul style="list-style-type: none"> <li>• Assign a person to monitor changes in guidance</li> <li>• Team that can respond to guidance changes and make adjustments to business practices</li> </ul>	<ol style="list-style-type: none"> <li>1. Is there a person or group to monitor the current status of COVID-19 in the community?</li> <li>2. Is there a person or group assigned to ensure guidance changes are applied appropriately to all policies and procedures and to keep organization leadership abreast of changes?</li> </ol>	
4. Visitor Policy	<ul style="list-style-type: none"> <li>• Visitor masking</li> <li>• Sales reps</li> <li>• Delivery drivers</li> </ul>	<ol style="list-style-type: none"> <li>1. Is there a visitor policy that identifies the expectations of people that deliver to or enter the facility?</li> <li>2. Has the organization identified and imposed alternative strategies for meeting with business partners and sales representatives?</li> </ol>	

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<p><b>5. Assess Essential Functions</b></p>	<ul style="list-style-type: none"> <li>• Operating plans should be flexible based upon changes in supply and staffing</li> <li>• Coordinate/share response plans with business partners and community</li> </ul>	<ol style="list-style-type: none"> <li>1. Is there an operating plan that describes how adjustments will be made based upon the status of the COVID-19 outbreak, supplies, and staffing?</li> <li>2. Does the organization share or communicate its response plans with area stakeholders to allow for coordination?</li> </ol>	
<p><b>6. Flexible Staffing Policy</b></p>	<ul style="list-style-type: none"> <li>• Staffing plans should account for dramatic shift in absenteeism</li> <li>• Cross-train employees to cover other areas during staffing shortages</li> </ul>	<ol style="list-style-type: none"> <li>1. Is there a staffing plan/policy that identifies minimum staffing needs for operations?</li> <li>2. Does the staffing plan identify cross-training opportunities that could help support operations during times of high absenteeism?</li> </ol>	
<p><b>7. Social Distancing Practices and Policies</b></p>	<ul style="list-style-type: none"> <li>• Flexible Worksites (work from home)</li> <li>• Staggered shifts to decrease staff in facilities</li> <li>• Monitor business travel essential and non-essential</li> <li>• Altering service delivery</li> </ul>	<ol style="list-style-type: none"> <li>1. Has the organization planned for and/or operationalized alternative work environments to improve social distancing (i.e. work from home)?</li> <li>2. Is there a plan for reducing in-person meetings and utilize phone or virtual platforms whenever possible?</li> <li>3. Is there an opportunity to alter or stagger shifts that would allow for less employees in the workplace and improve social distancing?</li> <li>4. Have meeting rooms been set-up to allow for 6 feet of social distancing? (N/A if in-person meetings not allowed)</li> </ol>	

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Maintain A Healthy Work Environment			
<p>1. <b>Engineering Controls</b></p>	<ul style="list-style-type: none"> <li>• Increase ventilation rates</li> <li>• Increase percentage of outdoor air in circulation</li> <li>• Air filters</li> </ul>	<p>1. Has the organization evaluated its engineering controls for opportunities to improve ventilation rate, filtration, and increased percentage of outside air?</p>	
<p>2. <b>Restrooms</b></p>	<ul style="list-style-type: none"> <li>• No touch flush</li> <li>• No touch sinks and hand dryers</li> <li>• Automatic bathroom door</li> </ul>	<p>1. Which no touch/single use options exist in the restrooms; toilet, sink, hand dryer/towels, door?</p>	
		<p>2. Has there been social distancing/barrier improvements for the urinals in the men's restrooms?</p>	
<p>3. <b>Doors</b></p>	<ul style="list-style-type: none"> <li>• Automatic door controls</li> <li>• Doors left open as to not require touching</li> <li>• Must still meet all fire codes</li> </ul>	<p>1. Does the building utilize automatic doors to allow for less physical contact?</p>	
		<p>2. Are there doors that can be left open to allow for less physical contact and still meet all applicable fire codes?</p>	
<p>4. <b>Workspace dividers</b></p>	<ul style="list-style-type: none"> <li>• Plastic dividers in areas that employees are required to work in close contact (within 6 feet)</li> <li>• Re-usable face shield when divider not practical</li> </ul>	<p>1. Are physical barriers being utilized in the work spaces when distances 6 feet or greater cannot be maintained? (N/A if not practical due to type of work)</p>	
		<p>2. If physical barriers are impractical due to the type of work, are face shields and masks being utilized?</p>	

# COVID-19 Business Safety Assessment

## Maintain A Healthy Work Environment

### 5. Breakroom

- Stagger lunch breaks to allow for social distancing
- Use of dividers in lunch area with wipes for use before and after
- Encourage use of outdoor space
- Handwashing located conveniently to lunch area

1. Has the organization identified social distancing opportunities in the breakroom/lunch areas inside and outside of the facility? (N/A if yes to question below)
2. If not able to distance, is there use of physical barriers in the breakroom/lunch areas to help limit the spread of droplets? (N/A if yes to question above)
3. Are there handwashing locations near the breakroom/lunch areas?

### 6. Smoking areas

- Monitor smoking areas outside for congregation
- Social distancing signage posted

1. Are the smoking areas marked appropriately to identify social distancing requirements so that no person is within 6 feet of each other? (N/A if smoking banned)
2. Are physical markings placed on the ground to identify the 6 foot distance?

### 7. Support proper hygiene/etiquette

- Provide tissues
- More waste receptacles
- No touch dispensers
- Hand sanitizer
- Disinfectant wipes
- Signage throughout facility

1. Does the organization supply appropriate items to support proper hygiene throughout the facility?
2. Are there cleaning wipes or spray with rags in all work areas so that employees are able to wipe surfaces before and after using?
3. Is cleaning information signage placed appropriately throughout the facility?

# COVID-19 Business Safety Assessment

## Maintain A Healthy Work Environment

<b>8. Increased cleaning routines</b> <ul style="list-style-type: none"> <li>High touch areas cleaned more frequently</li> <li>Cleaning wipes in employee stations to use before and after using an area</li> <li>Limit the sharing of work spaces, phones, keyboards, etc.</li> </ul>	1. Have the cleaning practices evolved to meet the increased cleaning needs for COVID-19?	
	2. Have high touch areas been identified for increased cleaning?	
	3. Are employees utilizing assigned work spaces for each shift?	
<b>9. Universal Masking</b> <ul style="list-style-type: none"> <li>Decrease the spread of resp. droplets by having employees mask during shift</li> </ul>	1. Does the organization require masking of all people when in public spaces in the building?	
	2. Does the organization provide masks for all employees or visitors?	

## Readiness Rating

<ul style="list-style-type: none"> <li>&gt;85% = Low Risk</li> <li>70-85% = Medium Risk</li> <li>50-70% = High Risk</li> <li>&lt;50% = Should not open</li> </ul>	Total Possible Points		Cumulative Points	
	Score for Survey Question 1	/5	Percentage of Possible Points	

# COVID-19 Business Safety Assessment

## Assessment Instructions

1. The business assessment should be completed as part of the business tour and information gathering process.
2. Each assessment question is given a point value based upon the below criteria.
  - **“YES” = 1 point; “Partial” = 0.5 point; “NO” = 0 points; or N/A**
    - A response of **“YES”** means the organization meets the criteria being asked about.
    - A response of **“Partial”** means the organization has done some investigative work or completed some mitigation activities related to the question.
    - A response of **“NO”** means the organization has not looked into the work or was not aware of this issue and possible mitigation activities related to the question.
    - A response of **“N/A”** means the question does not apply to the organization and will not apply towards the total in calculating the percentage.
3. If doing a written copy of the assessment a **YES, PARTIAL, NO, or N/A** should be placed into the empty box next to each question for later tabulation.
4. When doing the final printed copy for the employer and Bellin’s record, the point value should be entered into the empty box and the totals tabulated.
5. The point value of survey question 1 will be added into the percentage calculation for overall grade.
6. A final percentage/grade will then be given to the employer that identifies the COVID-19 safety confidence of the organization.
7. Recommendations for improving the assessment score can be given to the organization based upon recognized areas of improvement.

## REFERENCES:

- **CDC Guidance:** <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- **OSHA guidance:** <https://www.osha.gov/Publications/OSHA3990.pdf>
- **WI DHS:** <https://wedc.org/wp-content/uploads/2020/05/COVID-19-General-Guidelines.pdf>