



COVID-19 CHECKLIST

Company Name: _____ Manager: _____
Project Name: _____ COVID-19 Supervisor: _____
Date: _____

Sanitation Management	Who is Responsible:	Initial When Done:
Sanitizer or disinfectant wipes available at each counter/cashier, deli station, and at all cart stations		
Common areas frequently sanitized		
High touch equipment (key pads, door handles, bag dispensers, hangars, carts, etc) should be cleaned and frequently sanitized		
"High-Risk" areas are acknowledged & frequently sanitized		
All trash receptacles are "no touch" and garbage is removed regularly		
Tools/Equipment that must be shared are sanitized after every use		
Shared vehicles/heavy equipments sanitized after every use		

Employee Management

All required posters are displayed and in good condition		
Social Distancing & Sanitation Protocol posted at every entrance		
All employees who are able to work remotely are instructed to do so		
Health questionnaire completed for all employees & logged		
All employees have their essential worker card/travel document		
All employees are wearing all PPE including face covering		
All employees stay 6ft away from each other whenever possible		
All meetings held outdoors with participants standing 6ft apart		
New employees oriented to the site and all safety protocols discussed		
New employees given Social Distancing Protocol handout		
Coordinate deliveries of equipment/materials to maintain social distancing		
Remind employees not to share tools/equipment whenever possible		
Employees reminded not to gather during lunch and breaks		

Vendor Management

All meetings held follow Social Distancing guidelines		
All vendors/contractors are staggered as much as possible		
Deliveries are staggered to avoid as much interaction as possible		

The Go-Staff team is committed to supporting your business during time. Please do not hesitate to reach out at info@go-staff.com if you need assistance of any kind.