Commanders All Purpose Infectious Diseases Work Center Checklist

Number	Action	Yes	No	N/A
1.	Are personnel briefed on 30 SW Public Health Directives?			
2.	Are employees using virtual technology to conduct meetings, briefings or training to the extent possible?			
3.	Have signs been placed throughout facilities in high use areas to remind personnel on use of face coverings, physical distancing etc? If No, please use link below, print and post. https://publichealthsbc.org/business-resources			
4.	Have work centers been configured to support mission continuation and at least 6ft of physical distancing? If "No" review A-C and apply as appropriate? A. Can physical barriers be installed to mitigate risks? (e.g, plexiglass, removing additional seating, roping areas off) B. Can work-schedules be configured to reduce amount of personnel in a work center at one time? C. Can an additional facility or workspace be used to reduce amount of personnel in work center at one time?			
5.	Are breakroom(s) protocols in-place? If "No" review A-B and apply as appropriate? A. Determine maximum amount of personnel allowed at one time and post at entry. (Note: 36 sq ft per person) B. Ensure breakrooms areas cleaned on recurring basis (twice daily).			
6.	Are commonly used doors propped open to reduce touching of surfaces?			
7.	Do employees reduce the use of shared office supplies or other equipment and conduct routine cleaning when not possible?			
8.	Have touchless technologies been installed for commonly touched items? If not, have requirements been identified and up channeled?			
9.	If possible, are windows and doors in work centers opened to assist with ventilation?			
10.	Is hand sanitizer available for employees?			
11.	Do work centers have cleaning supplies readily available?			
12.	Has a process been established to ensure timely resupply?			
13.	Do employees know how to properly use cleaning supplies?			
14.	Have safety procedures been established for proper use of cleaning supplies?			
15.	Are cleaning supplies properly stored when not in use?			
16.	Does the work center complete recurring cleaning of all commonly touched surfaces? (Recommend twice daily)			
17.	Do employees clean their personal work areas daily?			
18.	Do work centers log cleaning activities?			
19.	Have appropriate signs been placed throughout facilities? If No, please use link below, print and post. https://publichealthsbc.org/business-resources			
20.	Are work centers used to provide in-person and/or face to face training or customer service function?			

	If Yes, review and complete items 21-31. If No, continue to implement actions above and review checklist on recurring basis (weekly).			
21.	Do in-person customer service functions have a virtual appointment system? If No, establish a virtual appointment system or process.			
22.	Is the appointment system advertised?			
23.	Do in-person customer service functions have and use a means to track personnel being provided services? (I.E. sign-in sheets with dates/times)			
24.	Have customer service functions identified maximum amount of personnel within a waiting area at one time? (Note: 36 sq ft per person)			
25.	Are there plans in-place to control amount of personnel in waiting areas?			
26.	Are seats arranged in a manner to ensure physical distancing? (e.g., chairs spaced 6 feet apart; signage to indicate which chairs are not to be used).			
27.	Is there tape or other markings at least six feet apart in customer areas inside the facility and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance?			
28.	Do customer service counters have barriers in-place to protect customers and employees? (e.g, plexiglass, removing additional seating, roping areas off) If not, have requirements been identified and up channeled?			
29.	Are customers encouraged to use their own pens?			
30.	Has a process been established to ensure pens are sanitized after each use?			
31.	Have processes been developed to minimize exchange of shared materials (e.g., mutual handling of paperwork, clip boards).			