



Department Name: _____ **Implementation Date:** _____

Facility Address: _____ **Implemented By:** _____

Evaluation Participants: _____

This addendum serves as a method to identify COVID-19 hazards and as an evaluation of current protocol within the Emergency Response Manual and the current Return to the Worksite Plan, as implemented at the Worksite.

Each Worksite is to check each section as they are evaluated, documenting hazards and corrective actions as they are identified. All corrective actions are to be documented on the attached tracking log, assigned and completed in a timely manner. Each Department will be responsible for follow-up on corrective actions and identified hazards.

Upon completion of this addendum, return to the Department Safety Coordinator and attach to the current Return to the Worksite Plan.

A. Signage (*mandatory*):

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact
- Floor markings and visual cues used to help travel paths and standing positions
- Room capacity signs are hung and identify capacity requirements
- Were there any deficiencies at the worksite pertaining to signs

B. Measures to Protect Employee Health (*mandatory*):

- Telework opportunities have been maximized
- All employees have been told not to come to work if sick
- All employees understand the requirement to complete a self-assessment prior to coming to the worksite
- Employees are completing self-assessments – Check with HR Coordinator to verify
- All employees must wear facial coverings in the workplace, unless in a room alone or eating/drinking while maintaining 6’ social distancing
- All desks or individual workstations are separated by at least six feet
- Breakrooms, bathrooms and other common areas are being disinfected frequently
- Cleaning is being done in a manner that does not create a hazard for employees
- Planned cleaning frequency is identified within the Return to Worksite template
- Were there any deficiencies at the worksite pertaining to protection of employee health
- Soap and water are available to all employees and if not, hand sanitizer is available
- Were there any deficiencies at the worksite pertaining to protection of employee’s health

C. Personal Protective Equipment (PPE)

- PPE has been evaluated and provided at a level appropriate to employee job duties
- Employees aren’t sharing PPE
- Face coverings used by employees at the worksite are clean and in good conditions
- Cleaning employees are using correct PPE and understand the hazards of the chemicals they are using
- Were there any deficiencies at the worksite pertaining to PPE



D. Measures to Protect Customers/Public Safety (check all that apply to this worksite):

- Limited number of customers/members of the public in the facility at any one time to _____ which allows for customers/members of the public and employees to easily maintain six-foot social distance from one another at all practicable times.
- All patrons/visitors have facial coverings in their possession and wear them while inside the facility or while outside and unable to social distance
- Curbside or outdoor service is made available where feasible
- Locations with public access provide COVID-19 screening for all visitors (questionnaire and temperature checks)
- Were there any deficiencies at the worksite pertaining to customer/public safety

E. Measures to Keep People at Least Six Feet Apart (check all that apply to the facility):

- Signs placed outside the facility reminding people to be at least six feet apart, including when in line. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.
- Tape placed or other markings at least six feet apart in lines or waiting areas inside/outside the facility at public entrances with signs directing individuals to use the markings to maintain distance.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Furniture removed or arranged in a manner to eliminate close contact
- Were there any deficiencies at the worksite pertaining to keeping people distanced

F. Worksite Activity Evaluation (mandatory):

List any interactions, areas, activities, work tasks, processes, equipment and material that potentially exposes employees to COVID-19 hazards	Places & Times	Potential for COVID-19 exposure & employees affected, including members of the public/employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation



Corrective Action Tracking Log				
#	Corrective Action Needed	Date Completion Required	Date Complete	Completed by Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**All identified hazards are to be communicated to worksite employees and subcontractors in a timely manner.*

Upon completion, return to your Department Safety Coordinator. The completed document to be reviewed and attached to the current Return to the Worksite Plan.

Completed by: _____ Signature: _____
 Title: _____ Contact Information: _____
 Reviewed by: _____ Date: _____