As employers prepare return to work plans, workplace cleanliness is a topic on the minds of many. In the wake of the coronavirus disease (COVID-19) pandemic, cleaning practices play a crucial role when reopening workplaces. The Center for Disease Control and Prevention (CDC), and the Environmental Protection Agency (EPA) outline best practices for employers regarding routine cleanings of a workplace to best prevent the spread of COVID-19. To get started, employers can consider topics on this checklist when planning or updating cleaning routines.

Presented by Horst Insurance

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| Routine Cleaning Practices | **YES** | **NO** | **N/A** |
| Are routine cleanings conducted frequently? |  |  |  |
| Do cleaning routines begin by cleaning with soap and water? |  |  |  |
| Do cleaning practices use disinfectants listed by the EPA to use against SARS-CoV-2, the virus that causes COVID-19? |  |  |  |
| Are all multi-touch surfaces such as doorknobs part of routine cleanings? |  |  |  |
| Are electronic devices being routinely cleaned according to manufacturer’s instructions or with alcohol-based cleaning solutions with at least 70% alcohol? |  |  |  |
| Are soft surfaces such as carpeted floor, rugs and drapes being routinely cleaned with soap, water and appropriate cleaners designated by manufacturer’s recommendations or an EPA-recommended disinfectant? |  |  |  |
| Are soft laundry items, such as towels, linens and work-related clothing being routinely cleaned using manufacturers’ instructions, with the warmest possible water setting? |  |  |  |
| Are high-touch outdoor surfaces such as bars or railings included in cleaning routines? |  |  |  |
| If employees are using face coverings or masks, is a cleaning procedure in place? |  |  |  |

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| Workplace Equipment and Supplies | **YES** | **NO** | **N/A** |
| Are HEPA air filters operational and well-maintained? |  |  |  |
| Is hand sanitizer provided to employees? |  |  |  |
| Are sanitizer wipes provided to employees? |  |  |  |
| Are cleaning supplies stocked, including EPA-recommended disinfectants? |  |  |  |

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| Employee Participation | **YES** | **NO** | **N/A** |
| Are employees washing their hands regularly for 20 seconds with soap and water? |  |  |  |
| Are employees cleaning their work areas? |  |  |  |
| Are employees cleaning their electronic devices and work equipment? |  |  |  |
| Are employees avoiding the use of multi-touch devices, such as shared computers in meeting rooms? |  |  |  |

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| Employee Communications | **YES** | **NO** | **N/A** |
| Have cleaning expectations been communicated to employees? |  |  |  |
| Are employees trained on properly washing, including how and when to wash their hands? |  |  |  |
| Are employees trained on cleaning and disposing of personal protective equipment, including face coverings, masks and gloves? |  |  |  |
| Have disinfecting and cleaning plans been communicated to employees in the event of an employee testing positive for COVID-19? |  |  |  |
| Are employees aware that thorough cleaning procedures do not replace best practices, such as social distancing? |  |  |  |

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| COVID-19 Disinfecting Preparedness | **YES** | **NO** | **N/A** |
| Does your organization have a planned workplace disinfection response in place in the event of an employee testing positive for COVID-19? |  |  |  |
| If disinfecting in response to a positive COVID-19 test, are all required supplies on hand? |  |  |  |
| If disinfecting in response to a positive COVID-19 test, are teams properly trained and prepared for appropriate disinfecting practices? |  |  |  |

Thorough cleaning practices can help prevent the spread of COVID-19. When creating return to work plans, consider suggestions from this checklist. For further resources on COVID-19, contact Horst Insurance.