

COVID -19 FORT KNOX PREVENTION CHECKLIST

Directorate/Staff: _____

Date: _____

Directorate/Staff Rep: _____

Phone Number: _____

General Measures

- a. **Prior to** entering the building what type of signage/Postings are visible?

- b. **Do** the workers have Masks, Hand Sanitizer, Sneeze Guards, Barrier, for separation / protection where needed? **YES / NO**

- c. **Is** Hand Sanitizer available for public use? **YES / NO**
- d. Training - **Has** the employees been trained on: Masks/Face covering when & how to use? **YES / NO** How to clean common areas? **YES / NO** _____
- e. **Are** agencies limiting max capacity and if so by what % _____ of establishments authorized full capacity? _____
- f. **Has** the Director or Chief appointed an employee safety representative to assist with workplace safety consultation, prevention and submission of COVID19 AGAR's

- g. **Are** frequent cleaning of items such as door knobs, access areas, refrigerator and freezer handles, frequently sanitized with antibacterial disinfectants; used by workforce and public?

- h. **Has** the employer identified their employees that are Very High, High, Medium and low risk? **YES / NO**

- i. **Are** workers with vulnerable health or (65 years old and above, or persons with diabetes, heart, lung, kidney diseases, and those with a weakened immune systems) will be closely monitored?
Safety Recommends Teleworking _____
- j. **Are** rules of "social distancing of (6 Feet)" being enforced when applicable to all such as (Employees, Patrons, and Visitors?) **YES / NO**

- k. **When** General Service Administrative (GSA) vehicles **are** occupied by more than one person **are** mask or face-covering worn **YES / NO** (will be worn by all occupants?)

- l. **Are** employees who feel sick staying home? - SUPERVISOR – IAW - COVID-19 guidance **YES / NO**
- m. Are workplace ventilation systems properly maintained and performing sufficiently? **YES / NO**

- n. Electric fans, towels or hand dryers are not authorized for use, they are required to be marked "**DO NOT USE**". _____

