

## COVID-19 Business Plan Checklist

THD review does not guarantee the effectiveness of your plan. This review is intended to assist you with determining whether your event planning encompasses current CDC recommendations. Failure to submit a plan or implement guidance may result in the denial or closure of your event.

Business: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date of Review: \_\_\_\_\_

CONSIDERATIONS	ASSESSMENT		
	In-Place	Not-In-Place	N / A
<b>Policies &amp; Procedures</b>			
Develop Sick Leave policies that encourage sick employees to stay at home without fear of job loss and other consequences. Review telework policy, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement/review the company's continuity of operations plans to continue performing essential business functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Travel Policy. Minimize non-essential travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify a coordinator who will be responsible for COVID-19 issues. Inform employees who this person is and how to communicate with this person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan and monitor absenteeism of employees, cross-train staff and create a roster of trained back-up personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct daily health checks (temperature screening (use touchless thermometers) and/or symptom checking) of staff, as possible. Consider multiple screening entries. Make screening as private as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan for if someone gets sick or shows symptoms of COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement social distancing measures (6ft between individuals) throughout site among employees/clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure appropriate COVID-19 accommodations, modifications, and assistance for employees with special health care needs or disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Develop guidance for visitors/clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discourage handshaking or other close contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure each employees' belongings are separated from others in designated areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure limited sharing of electronic devices, workspaces, tools/equipment, manuals, etc. and clean/disinfect between users.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop policy for personal protective equipment (PPE) and/or cloth face coverings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Facilities and Supplies</b>			
Obtain supplies: soap, hand sanitizer (at least 60% alcohol), paper towels, tissues, cleaning & disinfection supplies, cloth face coverings (as feasible), no-touch/foot pedal trash cans, no-touch soap/hand sanitizer items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor availability and use of gloves when food is prepared and served, and when handling and disposing of trash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a schedule for routine cleaning and disinfection in collaboration with maintenance staff, including the following areas: company vehicles, high-touch surfaces (doorknobs, counters light switches), communal spaces (restrooms) and shared use items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan for staggered use and cleaning/disinfecting of communal spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure ventilation systems operate properly. Consult with building maintenance staff to increase ventilation rates or percentage of outdoor air circulating in system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve central air filtration to MERV-13, or the highest compatible with filter rack, and seal edges of filter to limit bypass.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Disable demand-controlled ventilation (DCV).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase circulation of outdoor air as much as possible (open windows and doors when it is safe to do so.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all water systems and features are safe to use after prolonged facility shutdown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult to maintain 6ft apart (reception desk.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify workplace to increase physical distance between desk spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disconnect water fountains. Have employees bring their own personal water bottles. A water bottle dispenser is appropriate for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Education &amp; Training</b>			
Educate employees on the main symptoms to be aware of regarding COVID-19: cough, high temperature (100.4 F or greater) and shortness of breath.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate employees about when they should stay home (who they should notify) if they have been diagnosed w/ COVID-19 or have been exposed to someone with symptoms or a confirmed case.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate employees about when they can return to work. (Follow the CDC's guidance on when to discontinue home isolation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate employees on current Sick Leave policies and encourage faculty/staff to stay home when sick without fear of job loss or retaliation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teach/reinforce the importance of handwashing with soap and water for at least 20 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teach/reinforce the importance of social distancing (6ft minimum) and cloth face coverings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train employees on all safety protocols (conduct training virtually to maintain social distancing.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Gatherings, Visitors, and Events</b>			
Identify opportunities to pursue virtual group meetings, trainings, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and prioritize outdoor activities where social distancing can be maintained as much as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrict nonessential visitors, volunteers, and activities involving external groups or organizations- especially those who are not from the local geographic area, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication &amp; Messaging</b>			
Post signage in highly visible locations to promote everyday protective measures. Locations include: entrances, dining areas, restrooms, training rooms, administrative offices, janitorial staff locations, etc. Include signs for non-English speakers, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop plans to include messages about behaviors that prevent spread. Utilize website, email, social media, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all communication is accessible for all including different languages and those with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Preparing for a Sick Employee</b>			
Identify an isolation room or area to separate anyone who has COVID-19 symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediately separate the employee with COVID-19 symptoms and wait 24-hrs before disinfecting space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If calling an ambulance, alert them ahead that person may have COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine which employees may have been exposed to the virus and may need to take additional precautions. (High exposure risk is considered close interaction with individual, <6ft and for a period of 15 minutes or longer.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Maintain confidentiality of sick employee at all times. Advise employees of their possible exposure to COVID-19 and to begin monitoring for symptoms (home quarantine, if exposure risk was high.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify employees of closures and restrictions put in place due to COVID-19 exposure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan to support employees experiencing trauma or challenges related to COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tulsa Health Department

Additional Feedback/Recommendations:

Tulsa Health Department