

Worksite Safety Checklist

Follow these steps for a safe workplace that provides reassurance to employees and guests

Compliance to enhanced hygiene protocols helps reduce infection spread. Effective cleaning, sanitizing, and disinfection is recommended by the CDC and Health Canada.

How can you be sure you are achieving the highest level of clean and compliance? Use the CleanMark checklist provided here to ensure the safest possible environment for employees and visitors alike. Safety for all and a seamless return to a fully functioning workplace is paramount.

Preparing to Open

- ☑ Complete pre-entry deep clean
- ☑ All staff provided with PPE and briefed on all protocols in place to minimize risk of onward transmission.
- ☑ Process developed to screen potentially infected staff or visitors from entering site as appropriate:
 - Questionnaire
 - Temperature Check
- ☑ Front staff member assigned and trained to help visitors navigate protocols in place
- ☑ Signage prepared and displayed describing new cleaning regime, queuing and screening procedures
- ☑ Response plan developed and shared in the event of a confirmed or presumptive case of COVID-19 with all staff inclusive of security and facility maintenance personnel

Social Distancing

- ☑ Process for physically distancing of staff and visitors in all areas developed and implemented
- ☑ Floors, elevators, and stairwells marked with queuing procedures and traffic flow pattern
- ☑ Hand sanitizer made available at all key touchpoints (entrance points, reception, common areas, bathrooms, delivery areas)

PPE

- ☑ Wipes available for employees to regimentally clean IT equipment, phones and other technology
- ☑ Stock of hand sanitizer, wipes and face masks monitored and replenished
- ☑ Employees provided with masks
- ☑ Visitors provided with masks

Clean, Sanitize & Disinfect

- ☑ Implement continuous disinfecting services, paying particular attention to high touch points via an onsite DaySide™ and/or NightSide™ cleaning technician
- ☑ Employ technical disinfecting services, fogging, electrostatic spraying or hand/spray disinfecting using technical wipes and EPA registered disinfectants as required
- ☑ Ensure your cleaning and disinfecting program meets the demand of your daily occupancy