

SITE OBSERVATION CHECKLIST - COVID-19

Please complete the following checklist as you walk through the site.

Site name: _____

Date completed: _____

Completed by: _____

Signage	Yes	No	Notes/Comments
Are the Executive Orders posted at the building entrance?			
Is the Notice Regarding Face Coverings sign posted?			
Is the Proper Mask Technique sign posted?			
Is the Use of Cloth Face Covering to Help Slow the Spread of COVID-19 sign posted?			

Morning Screening	Yes	No	Notes/Comments
Are there any bottle necks?			
Is the traffic flow smooth?			
Are there concerns from employees and/or consumers?			
Are supplies (masks, hand sanitizer, cleaning supplies) sufficient?			

Traffic Flow	Yes	No	Notes/Comments
Are there any obstructions to one-way traffic?			
Are the traffic flow decals (if applicable) still in place?			

Social Distancing	Yes	No	Notes/Comments
Are staff maintaining six feet of distance from each other?			
Are staff wearing face masks in public spaces?			
Are staff wearing face masks when working within six feet of others?			

Social Distancing	Yes	No	Notes/Comments
Are staff wearing the appropriate PPE when working with someone who is symptomatic or diagnosed COVID positive?			
Are staff wearing a mask when entering someone else's work space?			
Are staff maintaining six feet of distance (where possible) when working in a shared space?			
Notifying staff when entering into someone else's work space?			

Daily Cleaning- Site	Yes	No	Notes/Comments
Is there disinfectant spray to get through the work week?			
Are there enough cleaning supplies to get through the work week?			
Are meeting/conference rooms cleaned with disinfectant spray between use? Noted that it was cleaned?			
Are staff cleaning their personal work spaces (desk tops, keyboards, phones, etc.) at the beginning and end of each work shift?			

Daily Cleaning- Kitchenette	Yes	No	Notes/Comments
Is the kitchenette being cleaned regularly?			
Is the microwave cleaned out and wiped out with soap and water?			
Are the food handling gloves being used?			

Supply Management	Yes	No	Notes/Comments
Has inventory been taken for the day?			
Does an order need to be placed?			
Has an order been received?			

General comments: _____

Once completed, please discuss concerns and problem solve with site supervisor.