

# CHECKLIST | POST-CORONAVIRUS RETURN TO WORK CLEANING

Presented by Jones & Associates Insurance

As employers prepare return to work plans, workplace cleanliness is a topic on the minds of many. In the wake of the COVID-19 pandemic, cleaning practices play a crucial role when reopening workplaces. To get started, employers can consider topics on this checklist when planning or updating cleaning routines.

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

Workplace Equipment and Supplies	YES	NO	N/A
Are HEPA air filters operational and well-maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is hand sanitizer provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sanitizer wipes provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning supplies stocked, including Health Canada-recommended disinfectants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced representative at Jones & Associates Insurance or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.*

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

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

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If disinfecting in response to a positive COVID-19 test, are all required supplies on hand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If disinfecting in response to a positive COVID-19 test, are teams properly trained and prepared for appropriate disinfecting practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 Jones & Associates Insurance.