

## Supervisor Checklist Essential Worker-SARS-CoV-2 (COVID) Checklist

Area Location (Room & Building) _____	
Department and employee names _____	Date of Assessment _____
_____	
Completed By (Print) _____	Signature _____
Supervisor (Print) _____	Signature _____

**1. Can employees continue to telecommute without significantly affecting delivery of function?**

- Yes (stop here)     No (Needs corrective action)

**Corrective Action:** Return to campus for all employees requires divisional approval. Additionally, if employees must return to campus, the department cannot exceed max density of 20% and must be capable of maintaining social distancing from all colleagues, at all times during the course of their work (if this cannot occur with current office set-up, contact EH&S for next steps, JHA may be required). Follow campus protocols for face coverings, distancing in common spaces and adhere to all signage.

**2. Are employees required to be closer than 6 feet from others or work with/ride alongside employees?**

- Yes (Needs corrective action)     No

**Corrective Action:** Separate employees or require all employees wear face coverings and reduce the time-period in which this close contact is maintained to the maximum extent practicable. Two passengers in open-air vehicle for short time, with face coverings is the only current exemption to this corrective action. JHA required.

**3. Do employees have to physically contact people or serve customers in any capacity?**

- Yes (Needs corrective action)     No (go on to question 4)

**Corrective Action:** Institute administrative controls to avoid any direct contact, otherwise employee must wear PPE. JHA required.

**4. Do employees touch items that have been touched by others?**

- Yes (Needs corrective action)     No

**Corrective Action:** educate employees on how to properly sanitize shared equipment or items and frequent handwashing. JHA required

**5. Are physical barriers necessary?**

- Yes (Needs corrective action)                       No

**Corrective Action:** Modification to the work practices should be done first to avoid direct interaction (using kiosks, or changing work flow for example). In areas where the employees must engage with the public, sneeze guards or other plastic or acrylic barriers should be erected. JHA required

**6. Have all employee's Occupational Risk Exposure level been identified?**

- Yes                       No (Needs corrective action)

**Corrective Action:** Each employee must be designated as either: **Low Risk, Medium Risk, High Risk, or Very High Risk** and then managed accordingly. Each employee must also have a hazard analysis for each task with potential for exposure. For more information on how to carry out the hazard analysis or identify risk level, contact Sabrina.Zink@humboldt.edu.

**7. Have all employees been briefed on all required administrative controls for their jobs and are all protocols that are to be followed documented?**

- Yes                       No (Needs corrective action)

**Corrective Action:** Each job where public interaction or interaction with other employees is expected must be modified to reduce contact and risk of exposure. All internal protocols must be written and reviewed with each employee, and have a signed acknowledgement that the contents are understood and appropriate for the job being conducted.

**8. Have all employees been informed about daily illness and symptom reporting?**

- Yes                       No (Needs corrective action)

**Corrective Action:** All supervisors must have employees do a "wellness check" prior to beginning their shift, including whether they have a fever and/or symptoms of SARS-CoV-2. See Risk Management COVID page for more information.

**9. Have all employees been informed not to come to work when ill?**

- Yes                       No (Needs corrective action)

**Corrective Action:** All supervisors must inform all employees to stay home when ill.

**10. Have all employees in dept. been cross-trained where feasible to prepare for absenteeism?**

- Yes                       No (Needs corrective action)

**Corrective Action:** It is in the university's best interest, for the purpose of business continuity, to cross train where possible to anticipate absenteeism and allow people to feel comfortable staying home when ill.

**11. Have all employees taken the social distancing training?**

- Yes (No stop here)                       No (Needs corrective action)

**Corrective Action:** All employees reporting to campus on a regular basis must take the CSULearn Social Distancing Training. Contact [Alfredo.Corral@Humboldt.edu](mailto:Alfredo.Corral@Humboldt.edu) to get registered.