# Covid-19 Pandemic/Infectious Disease Checklist

## COMPANY INFORMATION
Agency Name: 
Address: 
Telephone Number: 
Date: 

## CLIENT INFORMATION
Client Name: 
Client Address: 

### Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ COVID-19 Pandemic Employee and Client Screening Completed</td>
<td>If client answer = Yes to any questions, defer unit for at least 30 days</td>
</tr>
<tr>
<td>□ Unit deferred due to screening or client request</td>
<td>Date for deferral follow up ______________</td>
</tr>
<tr>
<td>□ Unit deferred in HES</td>
<td>The unit must be denied in HES on the client intake page and client must be notified in writing of the deferral.</td>
</tr>
<tr>
<td>□ Social distancing of 6 ft. (2 meters) is possible for unit</td>
<td>Follow guidelines: do not shake hands; maintain social distancing; sanitize surfaces; wear PPE; use hand sanitizer</td>
</tr>
<tr>
<td>□ Use of physical containment barrier necessary</td>
<td>Set up zip wall containment to isolate unit occupants from crew; follow OSHA &amp; CDC safety guidance; wear PPE</td>
</tr>
<tr>
<td>□ Job Safety Analysis (JSA) completed &amp; in Client’s file</td>
<td>Must include COVID-related risks &amp; mitigation protocols</td>
</tr>
<tr>
<td>□ Followed proper protocols for disposal &amp; maintenance of PPE</td>
<td>Prevent cross-contamination</td>
</tr>
<tr>
<td>□ Safety protocols for document handling were followed; The virus is estimated to remain active on paper 4-5 days; on cardboard up to 24 hours; on plastic 2-3 days</td>
<td>Use of gloves/hand sanitizer; wash hands between files/documents; documents for client signature placed in plastic ziplock bag; bag wiped down with sanitary wipe; cut slit for signature area; have client sign using own pen; wipe bag down again; repeat as needed; limit human to paper touches &amp; sanitize between touches &amp; humans</td>
</tr>
<tr>
<td>□ Tools/equipment used in unit sanitized following completion</td>
<td>Prevent cross-contamination</td>
</tr>
<tr>
<td>□ All crew members sanitized hands prior to touching crew vehicle surfaces</td>
<td>Prevent cross-contamination</td>
</tr>
<tr>
<td>□ Washed hands thoroughly immediately upon return to shop/office</td>
<td>Prevent cross-contamination</td>
</tr>
<tr>
<td>□ State of local govt. shelter in place order issued</td>
<td>Halt work to in-progress units; notify clients via phone/letter; implement online training for impacted crew and/or dispatch to work in unaffected locales; when lifted, contact clients and resume in-progress work.</td>
</tr>
<tr>
<td>□ Date Issued: ___________________</td>
<td>Date of Estimated End: ___________________</td>
</tr>
<tr>
<td>□ Date of Estimated End: ___________________</td>
<td>Actual End: ___________________</td>
</tr>
<tr>
<td>□ By client request or other reason, final inspection deferred</td>
<td>Date deferral expected to expire ______________</td>
</tr>
<tr>
<td>□</td>
<td>Date inspection completed ______________</td>
</tr>
</tbody>
</table>