

COVID-19 SAFETY PLAN

PPE COORDINATOR CHEKLIST

Areas: Exterior Doors, Hallways, Lobbies, Break Rooms/Areas, Copier Rooms, Work Rooms, All Common Areas

HIGH-TOUCH SURFACES: TABLES, DOORKNOBS, LIGHT SWITCHES, COUNTERTOPS, HANDLES, DESKS, PHONES, HANDRAILS, ELEVATOR BUTTONS, KEYBOARDS, SHARED EQUIPMENT, REMOTE CONTROL, TOILETS, FAUCETS, SINKS, ETC.

DAILY CHECKLIST

<input type="checkbox"/>	Clean all High-Touch Areas
<input type="checkbox"/>	Use PPE Supplies provided per instructions.
<input type="checkbox"/>	Maintain and ensure students are maintaining the Social Distancing Guidelines for keeping 6 Feet away from others.
<input type="checkbox"/>	Clean Common Areas.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

WEEKLY CHECKLIST

<input type="checkbox"/>	Check with all Instructors/Staff on inventory supplies and or needs.
<input type="checkbox"/>	Send Supply Request to Misty Massingale

Faculty or Staff who have concerns related to the COVID-19 Pandemic, or their role in cleaning, may contact the HCC Director of Human Resources for assistance.