

COVID-19 SAFETY PLAN

STAFF CHECKLIST

Areas: Office Space

HIGH-TOUCH SURFACES: TABLES, DOORKNOBS, LIGHT SWITCHES, COUNTERTOPS, HANDLES, DESKS, PHONES, 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 the Social Distancing Guidelines for keeping 6 Feet away from others.
<input type="checkbox"/>	Wash Hands frequently / Use alcohol-based (at least 60% alcohol) hand sanitizer

WEEKLY CHECKLIST

<input type="checkbox"/>	Report current inventory to PPE Coordinator.
<input type="checkbox"/>	Request needed resupply from PPE Coordinator.

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.