

Cal/OSHA COVID-19 General Checklist for Manufacturing Employers

July 2, 2020

This checklist is intended to help manufacturing employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Manufacturing Employers](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).
- Update the plan as necessary to prevent further cases.



Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

- ❑ Proper use of cloth face covers, including information in the [CDPH guidance](#).
- ❑ Information on paid leave benefits, including the [Families First Coronavirus Response Act](#), and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- ❑ Train any independent contractors, temporary, or contract workers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

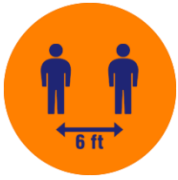
- ❑ Symptom screenings and/or temperature checks.
- ❑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Provide and ensure workers use all necessary PPE.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items, or conducting symptom screening.
- ❑ Restrict and screen non-employees entering the facility.



Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces.
- ❑ Clean and sanitize shared equipment between each use.
- ❑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Provide time for workers to implement cleaning practices during their shifts as part of their job duties.
- ❑ Provide and locate hand sanitizer and sanitizing wipes where workers can use them.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Stagger breaks and provide additional sanitary facilities if necessary to maintain physical distancing during scheduled breaks.
- ❑ Install hands-free devices if possible, such as no-touch sinks and soap dispensers.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).
- ❑ Provide and ensure workers use PPE for offloading and storing delivered goods.
- ❑ Sanitize hard hats and face shields at the end of each shift.
- ❑ Clean delivery vehicles and equipment before and after delivery routes.
- ❑ Provide alternative restroom locations to drivers in case normally accessible restrooms are closed.

- Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- Consider upgrades to improve air filtration and ventilation.
- Modify offerings in on-site cafeterias, following guidance for restaurants.



Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Adjust any in-person meetings and interviews to ensure physical distancing.
- Utilize work practices to limit the number of workers on site at one time.
- Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas. Create outdoor break areas with shade covers and seating that ensures physical distancing.
- Provide separate, designated entrances and exits.
- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible.
- Use the following hierarchy to prevent transmission of COVID-19 in work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.

