



COVID-19 SAFETY CHECKLIST

IMPLEMENT START OF SHIFT TEAM MEETINGS TO GO OVER PROTOCOLS AND ANY PROCEDURE CHANGES TO MAKE SURE EVERYONE IS ON THE SAME PAGE.

PRODUCTION LINES

- Use floor tape to indicate 6 feet distance between workers on the assembly line
- Designate an area away from the assembly line for cellphones and other personal items
- Take off gloves before touching any personal items

- Store gloves in a designated location (i.e., a specified pocket)
- Always avoid touching your face and any other surfaces

- Wash hands before gloves are donned and after each doffing (At a minimum, at the start and end of each shift and at the start and end of all breaks.)
- Place workers such that they are not directly across from one another

- All workers should wear face masks
- Place hand sanitizer at commonly used spaces and work areas
- Arrange workers and workstations to maximize social distancing (e.g., 6 feet apart and diagonally across work areas so they are not in direct contact)
- Place gloves in appropriate bins, do not toss or throw

FOOD DISTRIBUTION

- Workers must always wear gloves
- Take off gloves before touching any personal items
- Use floor tape to outline areas where workers can work and still maintain a 6 feet distance

- Pre-bag food items and produce to minimize contact with
- Limit the number of people in the food delivery area

- Place signage along distribution area requesting clients to open vehicle trunk or doors to minimize contact while loading food

- Where possible, request waiver to modify client intake process to verbally verify information or take a picture of the ID to verify to ensure adequate social distancing
- All workers should wear face masks
- Place hand sanitizer at commonly used spaces and work areas
- Ensure adequate signage at entryways/exits and along drive-through to communicate infection prevention information

- Wash hands before gloves are donned and after each doffing. (At a minimum, at the start and end of each shift and at the start and end of all breaks)
- Place gloves in appropriate bins, do not toss or throw



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CLEANING OF PRODUCTION AREA

- Prop open all commonly used doorways with door stoppers
- Remove excess chairs, paper, supplies in commonly used areas
- Clean and disinfect frequently used objects and surfaces such as doorknobs, switches, and phones
- Encourage cleaning of frequently used objects such as counters, shared check-in stations, handles on carts and equipment, bathroom doorknobs/handles
- Remove or change signs to indicate doors can be propped open
- Pay attention to approved disinfectants and protocols

SHUTTLE ETIQUETTE & CLEANING

- Wipe down seats, armrests, and door handles, seatbelt buckles and seatbelts, steering wheel, radio, and environmental controls (e.g., AC/Heat, fans)
- Encourage shuttle riders to wait for the driver to open the door to disembark
- Ensure driver also cleans and disinfects all personal items (e.g., radio/walkie-talkie, sunglasses, cell phone)
- Keep doors or windows open while waiting or transporting personnel, weather permitting
- Seat shuttle riders to maximize social distancing
- All workers are required to wash hands prior to entering and exiting the warehouse
- All workers should wear face masks
- Place a hand sanitizer station or bottle in the entryway of the building and in the car
- Wash hands before or after logging in using the staff computer
- Keep a safe distance in the volunteer waiting room prior to the start of the shift



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WASHING OF GLOVES AND SAFETY VESTS

- Wash all gloves daily
- Make sure gloves are washed at the longest possible cleaning cycle
- Dry gloves in the hottest dryer setting
- Wash gloves on the hottest water setting and if appropriate by manufacturer add a disinfectant to the wash cycle
- Clean and disinfect laundry baskets and bins regularly
- Wear disposable gloves to do laundry. If gloves are not available, workers should wash hands immediately after loading the washer or dryer

PROTOCOL FOR CLEANING COMMON AREAS

- Refrain from using cloth/fabric rags and towels
- Place hand sanitizer at each entrance
- Remove any “Keep door closed” signage
- Use door stoppers to ensure high traffic area doors (e.g., staff breakroom) remain propped open
- All workers should wash hands and use hand sanitizer regularly
- Commonly touched surfaces like railings, doorknobs, tables, baskets, bins, etc. should be disinfected on a regular basis
- Assign a shift leader to ensure cleaning protocols are followed and implemented routinely



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WHEN TO WASH YOUR HANDS

- After sneezing or coughing
- Before and after starting work shift
- Before and after eating or preparing food
- Before and after caring for someone who is sick
- After you have been in a public place such as grocery store, restaurant, or bank
- After contact with surfaces that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, self-pay kiosks, etc.
- Before touching your eyes, mouth, or nose
- Where possible use soap and water to wash hands, otherwise use an alcohol-based hand sanitizer**



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