

Business Control and Prevention Checklist During COVID-19

Control and Prevention Strategy

- Prevent person-to-person transmission
 - Wear a face mask (cloth mask is good)
 - Cover coughing and sneezing with elbow or tissue
 - Wash hands frequently
 - Do not touch face, nose, mouth
 - Keep recommended social distance of 6 feet or more
- Prevent environmental transmission
 - Increase the frequency of ambient air renewal
 - Clean and disinfect frequently contact surfaces



Image: CDC/ Nahid Bhadelia, M.D.

Create a Control and Prevention Working Group

The group will be responsible to develop the control and prevention strategy, hold virtual meetings regularly, report new information from internal and external sources, and provide the latest updates on control and prevention.

Employee and Visitor Management

- Designate an entrance for employees and visitors upon arrival.
- Designate a person responsible for measuring body temperature and check for signs of any symptoms. If fever (>100.4F), cough, shortness of breath are noticed, report to supervisor and advise employee/visitor to seek medical attention immediately.
- Keep a log/record for guidance provided and for symptoms evaluation ([Employee/Worker Compliance Agreement](#)).
- Encourage the use of personal protective equipment including mask and gloves.
- When mask use is required, make sure it is used correctly. Masks used outside the facility must be discarded/put away prior to entering the facility, and a new mask must be worn immediately. Ideally, masks should be replaced every 4 hours. If used appropriately, the mask can be used for one day. Make sure it covers your nose and mouth. If using disposable masks, discard after using in a closed garbage container. If using cloth masks, wash after use.
- The person responsible for employee/visitor monitoring should wear personal protective equipment (PPE), be familiar with symptoms of the disease, able to recognize abnormal situations, and capable of dealing with emergency incidents.
- For temperature check, a medical-grade no-touch thermometer must be used. The thermometer shall be calibrated and disinfected frequently.
- PPE supplies must be provided and handwashing stations must be monitored for proper functioning. Hand washing and other personal hygiene practices must be practiced more than ever.

Facility Management

Office area

- Office area must be regularly cleaned and disinfected, and garbage needs to be removed in a timely manner. Cleaning and sanitizing includes floors, corridors, door handles, printers, phones, keyboards, mouse, etc.
- When multiple employees share the same office space, they should wear masks and maintain social distancing.
- If A/C is in use, sufficient fresh air input should be ensured. Exhaust air discharged to the outdoors. If possible, set the air conditioning system under new air mode.
- Cancel, postpone, or reduce meetings. Use remote virtual or phone conference options.
- Ensure the hand washing facilities in the office area are functioning properly. Hand sanitizers should be in place at the exit of hand washing facilities. No-touch hand sanitizing equipment can be installed if the condition permits.

Loading area

- Place signs reminding employees/visitors, suppliers and clients to practice social distancing.
- Encourage the use of masks.
- Loading area, tools and equipment in use need to be cleaned and sanitized regularly and recorded.

Breakroom

- Place signs reminding employees not to gather in groups while taking a break or having a meal.
- The breakroom must be managed by a specific cleaning staff. Overall cleaning and sanitizing of countertops, floor and toilets must be performed regularly and recorded.

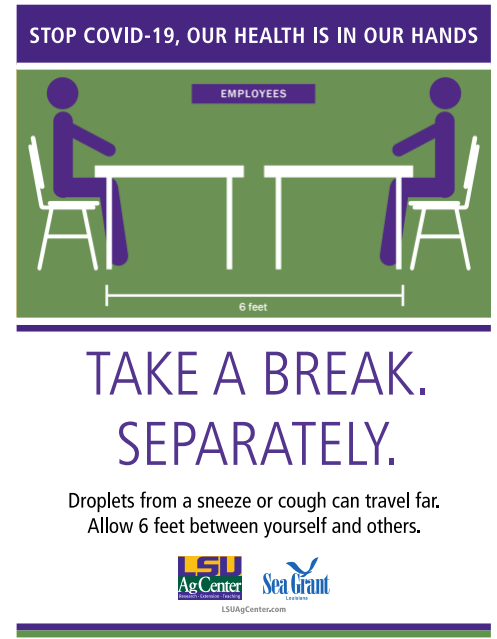
Restrooms and Dressing rooms

- Signs on appropriate hand washing should be displayed at hand washing stations.
- When possible, facilities should be equipped with no-touch hand-washing faucets if condition permits.
- Dry your hands with a one-time use paper towel, or use a hand dryer in good working condition.
- Restrooms should be equipped with alcohol disinfectant or hand sanitizer gel. No-touch hand sanitizing station can be installed if condition allows.
- The restrooms must be managed by a specific cleaning staff. Overall cleaning and disinfection of countertops, floor and toilets must be performed regularly and recorded.



Processing areas

For FOOD CONTACT surfaces, follow the existing Standard Sanitation Operating Procedures (SSOP). Do not use sanitizers with a concentration higher than the recommendation because it will lead to a chemical hazard. If a higher concentration than approved for food contact surfaces is used, allow contact time recommended by the manufacturer and then rinse with plenty of water to get rid of potentially unsafe residue.




STOP COVID-19, OUR HEALTH IS IN OUR HANDS

EMPLOYEES

6 feet

**TAKE A BREAK.
SEPARATELY.**

Droplets from a sneeze or cough can travel far.
Allow 6 feet between yourself and others.


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□ Cleaning and Sanitizing

Type of disinfectant

- 70% Alcohol based disinfectant
- Chlorine based products
- Quaternary ammonium (QUATs) based sanitizers

For NON-FOOD CONTACT surfaces (frequently touched surfaces), the American Chemistry Council's (ACC) Center for Biocide Chemistries (CBC) has compiled a list of products that have been pre-approved by the U.S. Environmental Protection Agency (EPA) for use against emerging enveloped viral pathogens and can be used during the 2019 novel coronavirus (COVID-19) outbreak. This product list is not exhaustive but can be used by business owners, health professionals, and the public to identify products suitable for use during the COVID-19. To access the complete list of approved sanitizers visit American chemistry website (Americanchemistry.com).

Sanitizing tools and PPE

Test strips to measure sanitizer strength, spray bottles or tanks, wipes, disinfection bucket, mop, mop cart, mask, goggles, rubber protective gloves and rubber protective apron.

Sanitizing solution preparation

- Method 1. Pre-prepared solution or wipes available. Use directly as instructed on the container label. Let air dry or allow recommended contact time.
- Method 2. Prepare a solution following label recommendation for concentration, application method and contact time.
 - The responsible personnel must read the manufacturer instructions carefully.
 - Wear proper PPE (masks, goggles, rubber protective gloves and rubber protective apron).
 - Prepare preparation tools: measuring cup, disinfection bucket and test strips.
 - Prepare the disinfectant at the concentration required. Use a measuring cup to measure the appropriate disinfectant stock solution and place it in the disinfection bucket.
 - Mix tap water that has been pre-measured with the disinfectant in the disinfection bucket.
 - Stir well and use a test strip to verify the concentration of the disinfectant solution.

Table 1. Recommended concentrations to sanitize NON-FOOD CONTACT SURFACES for COVID-19.

Sanitizer	Recommended Concentration	Volume to prepare 1 gallon
Chlorine (assuming 5.25% sodium hypochlorite in chlorine bleach)	800 ppm*	1/3 cup
Alcohol (assuming using 95% proof to prepare)	70%	3 quarts
Quats	800 ppm*	According to manufacturer instruction

Recommended preparation (Table 1) is based on the most common concentration found in disinfectant products. Base your calculation on the actual concentration in the product at hand.



Sanitizing procedure

Table 2. Recommended sanitation procedures.

Area	Frequency	Sanitizer Type	Sanitizing method
Employee/visitors' hands	Every hour or every time after hand washing when switching tasks	70% alcohol based sanitizer (e.g. hand sanitizer gel)	Spray, scrub, air dry.
Office areas	At least once a day	Chlorine based sanitizer (800 ppm)	Spray surface of table, desk, chair, door knobs. Allow contact time and wipe. Mop floor and air dry (Do not use chlorine based for electronic devices).
Computers, phones, or any electronic equipment	At least once a day	70% alcohol based sanitizer or QUAT's based wipes (appropriate for electronics)(Do not use chlorine based for electronic devices).	Wipe and air dry.
Loading area	At least once a day	Chlorine based sanitizer (800 ppm)	Spray any surfaces, allow contact time and wipe. Mop floor and air dry (Do not use chlorine based for electronic devices).
Breakroom	At least once a day	Chlorine based sanitizer (800 ppm)	Spray tables, chairs, shelves, allow contact time, and wipe. Mop floor and air dry.
Restrooms and dressing rooms	At least once a day	Chlorine based sanitizer (800 ppm)	Spray surfaces (toilets, shelves, sink area, benches), allow contact time, and wipe. Mop floor and air dry.
Processing area	Follow current SSOP's		

□ When an Employee or Visitor is Identified with Fever or Any COVID-19 Symptom

- The employee/visitor must immediately stop working. Provide them with a medical mask and encourage them to seek medical attention immediately.
- Clean and sanitize the facility using sanitizing guidance provided in the cleaning and sanitizing section.
- Personnel who came in close contact with the sick employee should undergo a 14-day self-quarantine.
- If an employee is confirmed with COVID-19, the facility should notify all employees to self-observe for symptoms.
- Immediately close the central air conditioning and ventilation system corresponding to the area where the sick employee is located. Clean and disinfect the A/C and ventilation system.

