

RECOVERY STAGE II - EMPLOYEE CHECKLIST

COVID-19 PREVENTION MEASURES

This employee checklist will aid in our efforts to maintain a safe and healthy workforce and help prevent the spread of COVID-19 in our work areas and our community. If you have questions, please ask a supervisor or contact Risk and Safety Services.

"We're All in This Together"

Social Distancing

For everyone's safety, it's critical to maintain the required social distance to help minimize risk of exposure. The minimum requirement for social distancing is six (6') feet.

General Office Workstations

- Whenever possible, minimize in-person contact by teleworking, hosting virtual meetings (e.g. Microsoft Teams), working rotating schedules, staggered schedules or other flexible schedules.
- Where possible, all workstations or work activities are situated to maintain at least six feet of distance.
- Wear a facemask (cloth or other style) any time there is a reasonable expectation you will encounter others – walking around the office, while in personal work areas with other people present, in common areas of facilities whether other people are present or not, and anytime social distancing measures may be difficult to maintain.

High Contact Work Areas (e.g. customer service areas, specific field operations)

- When possible, utilize "by appointment" scheduling.
- Where possible, utilize shielding (sneeze guards) or other barriers where they have been installed.
- If possible, limit customer face-to-face interactions.
- Where possible, arrange workspaces and positioning to meet social distancing requirement of six (6') feet.
- Practice hand hygiene (e.g. hand sanitizer) immediately after handling in person payment transactions and other paperwork.

Common Areas (e.g. break rooms, kitchens, conference rooms)

- Virtual meetings are preferred. Where necessary, conference rooms can be used for meetings when fewer than 10 are present, if social distancing is maintained. Larger conference rooms than usual will be needed to maintain social distancing.
- Breakrooms are "closed" to reduce cross-contamination.
- Kitchens must be used by one employee at a time, or if large enough, employees must maintain social distance requirements when accessing kitchen areas. Kitchen users must clean and disinfect each touchpoint after use.
- Use of shared coffee service is temporarily discontinued.
- Avoid sharing of food (e.g. potlucks, use of manual drip coffee pots for large groups, etc.)

Transportation

- Whenever possible, city vehicles are limited to use by driver only. If this is not possible, both vehicle occupants must wear facemasks with the passenger sitting in the back seat.
- After use, high touch areas in the vehicle (e.g. steering wheel, console, door handles) must be wiped down with disinfectant.

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Hygiene and Sanitation

The regular washing of our hands and the cleaning/disinfection of our work areas promotes a safe and healthy work area.

- Utilize soap and water, hand sanitizer, facemasks and cleaning/disinfecting products as needed.
- Maintain your supply or access to hand sanitizer, facemasks and cleaning/disinfecting products.
- Contact your supervisor or department logistics point of contact to request additional supplies.
- Frequently wash hands (soap and water/20 seconds) or use an alcohol based (60-95% alcohol) hand sanitizer.
- Frequently clean/disinfect your personal workspace and any workspaces shared with others.
- Help clean/disinfect high-touch areas in your general work area (e.g. customer kiosks, printers, elevator buttons, kitchen, conference rooms and breakrooms).
- Customer facing employees must clean customer touchpoints after each customer interaction (e.g. customer service counters, payment equipment, pens, chairs, etc.)
- Computer Equipment
 - For screens use only screen wipes designed for that purpose. Screen wipes do not contain enough alcohol to disinfect, so touch screen devices should not be shared. If touch screen devices are part of a business process (e.g. kiosks) which cannot be changed, provide hand sanitizer for customers using the device.
 - For non-screen technology devices (keyboards, mice etc.) use disinfecting wipes or disinfectant sprayed onto a paper towel to gently wipe down the device. Use care not to get liquid into the components and do not spray disinfectant directly onto the device.

Employee Health

Our employees' health and well-being are of utmost importance.

- Complete health self-screening before entering the facility.
People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: Cough, Shortness of breath or difficulty breathing, Fever, Chills, Muscle pain, Sore throat, New loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. If employees are experiencing symptoms in the last 24 hours, they should not enter facility and inform their supervisor.
- Where applicable in specific facilities or workgroups, comply with health self-screening and mandatory temperature screenings.
- Immediately go home if you are exhibiting COVID-19 symptoms and seek medical attention. If you need to wait for a ride you can wait in an isolation room or outside if the weather is favorable.

Training

Training is important to help employees maintain a high level of safety awareness. Training information is posted throughout the facility, posted on BoiseHome on the [COVID-19 page](#), available as self-assign in iLearn, and through Risk and Safety Services.

- I understand the proper use and limitations of facemasks.
- I understand proper use and limitations of required PPE (e.g. gloves, etc.).
- I read the labels and understand the proper use and hazards of the chemicals I use (e.g. sanitizer, cleaning solutions).
- I will contact my supervisor if I have any questions or want more information.