



## Coronavirus Preparedness Checklist

	Item	Date Completed	Initials Person Completed
Signage/written communication	Attention visitors sign and front door and welcome desk		
Signage/written communication	Attention vendors sign at receiving door		
Signage/written communication	Visitor Sign In/Out Form		
Signage/written communication	Upon entering sign at welcome desk		
Signage/written communication	Ecolab hand washing signs at all sinks		
Signage/written communication	Ecolab handwashing signs in breakroom		
Signage/written communication	Ecolab hand washing signs on associate information boards		
Process Training	Meal clean up and set up procedure training (p 15-25)		
Process Training	Take 10 Review		
Process Training	Snack Bar Training (p 26-31)		
Process Training	Common area disinfection procedure training, SDS (p 32-46)		
Process Training	Common area disinfection dates set		
Process Training	Add Ecolab SDS to SDS Book		
Accountability	Picture of signage added to TAG to show compliance		