

COVID-19 Workplace Inspection

Workplace inspections will be performed periodically and as needed. Inspections will be performed by Site Supervisors, Head Teachers, Managers, or Directors. The purpose of the inspection is to identify any current or potential COVID-19 hazards. Hazard identification will help in our agency's mission to prevent and manage the spread of COVID-19.

Before beginning the inspection, the inspector should take time to review the "COVID-19 Preventative Measures" and "Reporting, Recordkeeping, and Access" sections of the SHS COVID-19 Prevention Program. Initial once the item/process has been inspected. Take note of any potential hazards or issues. Contact your supervisor or HR with any questions. Once complete, scan to your manager and HR.

Topic	Initial	Note
<i>Environment – Are the following environmental precautions being performed as much as possible?</i>		
Air Flow, Fresh Air, Ventilation		
Physical Distancing		
<i>Individual Precautions – Are the following procedures being performed? Are there adequate supplies?</i>		
Handwashing/Hand Sanitizing		
Disinfection/Sanitization		
<i>Safety Procedures – Are the following procedures being done correctly and within the appropriate frequency?</i>		
COVID-19 Daily Cleaning Checklist		
COVID-19 Health Screening Processes		

Additional Comments: _____

Inspector Name (Printed)

Inspector Signature

Date