



**COVID PROTOCOL INSPECTION CHECKLIST**

Name of Location: \_\_\_\_\_

Address of Location: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Name & Signature of Officer: \_\_\_\_\_

Status of Location:    Satisfactory                       Unsatisfactory

No.	Compliance Items	Observed		Remarks
		Yes	No	
<b>Hand Hygiene, Sanitization, Disinfection &amp; Cleaning</b>				
1.	Hand washing & sanitization stations with adequate <b>safe</b> water supply, soap and single use hand towels and alcohol-based sanitizers <b>with at least 62% alcohol content</b> ; <b>Personnel trained and assigned to routinely clean and disinfect entire venue and high touch areas at specific intervals using appropriate grade and concentration of disinfecting agents.</b> <b>NOTE: Hand washing or hand sanitization station at the entrance to the building and an attendant is engaged to take temperature, sanitize hands and make sure no person enters without wearing a mask.</b>			
<b>Public Education &amp; Communication</b>				
2.	Signs, Posters and physical distancing markers to be placed around venue to <b>communicate general information about COVID-19 as well as the protocols to be enforced for cleaning, disinfecting, personal hygiene and protective measures.</b>			
<b>Social/Physical Distancing</b>				
3.	<ul style="list-style-type: none"> <li>Layout/spacing to be modified to facilitate and enforce 6ft physical distancing between staff as well as customers.</li> <li>Machines should be strategically spaced to allow for physical distancing (6ft)</li> </ul>			
<b>Employees &amp; Patrons Well-being</b>				
4.	Pre-screening for symptoms - <b>a working non-touch/infrared thermometer must be available</b>			
5.	<u>Use of Masks and Personal Protective Equipment (PPE)</u> <b>Provision of face shield and masks for employees interfacing with customers.</b> <b>Provision of appropriate PPE for cleaning staff based on MOHW guidelines.</b>			
6.	<b>Suitable, dedicated area for employees who develop symptoms on the job.</b>			
7.	<b>APPROVED FOR OPENING</b>			