

## DEPARTMENT COVID-19 PREVENTION PLAN CHECKLIST

College departments are required to document their workplace COVID-19 prevention measures and review them with personnel. This checklist may be used for that purpose and used at a worksite level or department level, as appropriate for the department.

Date:	Completed By:
Name of Responsible Supervisor <u>or</u> COVID-19 Site-Supervisor:	
Department Name:	Worksite Location(s):
Department COVID-19 Prevention Plan and Plan Location:	

MANAGEMENT & OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan Oversight	<input type="checkbox"/> A responsible supervisor or a designated COVID-19 Site Supervisor is assigned to ensure all the elements of the Campus COVID-19 Prevention Plan are followed. <input type="checkbox"/> The supervisor will keep the Campus COVID-19 plan updated and current with changes to COVID-19 guidelines, regulations, and College policies as communicated by the Director of Occupational Health and Safety. <input type="checkbox"/> The supervisor will keep the Campus COVID-19 plan on site in hardcopy or electronically, so it is available to all personnel. <input type="checkbox"/> The supervisor will train personnel on the contents of the plan and any updates. <input type="checkbox"/> The supervisor or designee is available to respond to issues and questions during work and class activities.	

VACCINATION	Check all that apply (all required as possible):	Describe:
1. Vaccination Verification	<input type="checkbox"/> Ensure personnel are notified of the YVC COVID-19 Face Covering Policy and the requirement to wear face coverings at the College regardless their vaccination status. <input type="checkbox"/> Contractors, vendors are notified of the YVC COVID-19 Vaccination Policy and the requirement to submit their <a href="mailto:vpadminservices@yvcc.edu">Vaccination Declaration Form</a> to <a href="mailto:vpadminservices@yvcc.edu">vpadminservices@yvcc.edu</a> .	

PROCEDURES FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
1. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.	<input type="checkbox"/> Ask personnel to self-monitor their symptoms each day and to stay home if they have any <a href="#">symptoms of COVID-19</a> or if they are sick, regardless of vaccination status. <input type="checkbox"/> Requiring personnel who may be sick or symptomatic to go home, regardless of vaccination status. <input type="checkbox"/> Consult with the HR director. <input type="checkbox"/> Discuss accommodations for personnel at higher risk of severe illness with your HR consultant.	
2. Describe practices for responding to suspected or confirmed COVID-19 cases.	<input type="checkbox"/> Inform personnel with <a href="#">COVID-19 symptoms</a> to stay home, get tested, and notify the security office regardless of vaccination status. <input type="checkbox"/> Inform personnel with suspect or confirmed COVID-19 to stay home and notify the security office. <input type="checkbox"/> Inform non-fully vaccinated personnel who have had close contact with someone with COVID-19 to stay home and notify the security office <input type="checkbox"/> Notify custodial service to perform necessary <a href="#">cleaning and disinfection</a> .	

CLEANING SURFACES	Check all that apply (all required):	Describe:
1. Cleaning	<input type="checkbox"/> Follow the <a href="#">COVID-19 Cleaning and Disinfection Protocol</a> . <input type="checkbox"/> Provide supplies for spot cleaning.	
2. List the product(s) used to disinfect.	<b><i>Check all that apply:</i></b> <input type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes) <input type="checkbox"/> 10% fresh bleach/water solution <input type="checkbox"/> <a href="#">EPA-registered disinfectant for use against SARS-CoV-2:</a>	
3. Describe the safety precautions taken when using disinfectant(s).	<input type="checkbox"/> Ensure personnel know where to find safety data sheets (SDS) for each product. <input type="checkbox"/> Review the COVID-19 Chemical Disinfectant Safety Information. <input type="checkbox"/> Follow the manufacturer's instructions for the products used. <input type="checkbox"/> Use appropriate personal protective equipment (PPE) for the workplace and work tasks.	

GOOD HYGIENE	Check all that apply (all required):	Describe:
1. Describe methods used to encourage good hygiene.	<input type="checkbox"/> Provide soap and running water. <input type="checkbox"/> Provide hand sanitizer and/or wipes/towelettes. <input type="checkbox"/> Ask personnel to avoid touching others. <input type="checkbox"/> Use reminders to wash hands frequently and correctly at key moments, avoid touching face with unwashed hands, and cover mouth when coughing or sneezing.	

FACE COVERINGS, ALTERNATE STRATEGIES & PPE	Check all that apply:	Describe:
1. Require face coverings for all individuals regardless their vaccination status	<input type="checkbox"/> Ensure all wear face coverings in areas where they are required regardless of vaccination status. <input type="checkbox"/> Communicate through signage and other means to vendors, visitors, and the public on face covering requirement.	
2. Physical Distancing	<input type="checkbox"/> Ensure 3 feet physical distancing in workplace or classroom.	
3. Alternate Strategies and PPE (if applicable)	<input type="checkbox"/> No alternate strategies are necessary. <input type="checkbox"/> Supervisor identified that alternate strategies are needed through review with OH&S and department leadership approval. <input type="checkbox"/> Train personnel on alternative strategies use, including on the use and care of PPE if applicable. Document the training.	

COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
1. Communicate safe practices.	<input type="checkbox"/> Ensure all personnel complete YVC general COVID-19 Safety Training. <input type="checkbox"/> Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made. <input type="checkbox"/> Post a COVID-19 safety posters/signage at the worksite. <input type="checkbox"/> Share information from the Novel coronavirus (COVID-19) webpage.	

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to Human Resource Services, YVC, South 16<sup>th</sup> Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.