**Frank Forward Building**

Daily inspection checklist to check for compliance with the COVID-19 workplace safety plan.

Post completed inspections in a prominent area in the lab.

Supervisors may modify as needed

Room \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person doing the inspection \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Item** | **Yes/No?** |
| Are people keeping 2 m or more separation? |  |
| Are people washing hands after touching common/shared surfaces? |  |
| Are people washing hands after handling common/shared tools or equipment? |  |
| Are people cleaning common/shared tools after use?  |  |
| Has the daily login and self-assessment form been completed by all occupants? |  |
| Are only people scheduled to be in the room present? |  |
| Are common surfaces being cleaned at the start of the day? |  |
| Were common surfaces cleaned at the end of the previous day? |  |
|  |  |
|  |  |