



Returning to the Worksite Reminder Checklist

We must all do our part to keep our worksites healthy and safe. All employees should follow these guidelines, as well as any guidelines provided by their supervisor, to prevent the spread of COVID-19. This checklist is to serve as a reminder for the items covered in the Return to Worksite (RTW) Guidance.

PERSONAL RESPONSIBILITIES:

- ✓ Wear a mask when in the presence of others and especially when a 6-foot physical distance cannot be maintained.
- ✓ Wash your hands with soap, or alcohol-based hand sanitizer, frequently.
- ✓ Avoid touching your face, especially your eyes, nose, and mouth.
- ✓ Cover your mouth and nose with a tissue or your elbow when coughing or sneezing.
- ✓ Discard used items in proper receptacles.
- ✓ Monitor your health daily for signs and symptoms of COVID-19. For a current list of symptoms, please refer to the [VDH COVID-19 page](#).
- ✓ Check your temperature. If it is measured at or above 100.4° Fahrenheit, contact your supervisor immediately and do not report to work.
- ✓ When sick, if you feel worse or the symptoms are more severe, call your health care provider and do not enter the worksite.
- ✓ Follow the instructions from the medical professionals, report information directly to your supervisor as soon as possible, and only return to work after being cleared by a medical professional.

PHYSICAL DISTANCING:

- ✓ Maintain at minimum six feet of physical distancing when possible.
- ✓ Drive alone, if possible, when traveling for work. Utilize fresh air circulation and avoid using internal re-circulation systems, in vehicles.
- ✓ Greet others with a smile, hello, or a hand wave from a distance; avoid handshakes and physical contact.
- ✓ Limit stops at public places prior to going to work and during lunch to ensure physical distancing.

MASKS/FACE COVERINGS

- ✓ Clean hands with soap and water or alcohol-based hand sanitizer prior to putting on a mask.
- ✓ Clean reusable cloth masks when soiled or for repeated use.
- ✓ Ensure the mask is properly fitted over the nose and mouth.

- ✓ Wear masks in the presence of others at the worksite (even if physical distancing can be maintained) or when in a vehicle with another individual or when using drive-through services.
- ✓ Clean hands immediately after removing the mask. Agencies and departments may require all customers to also wear a mask depending on business needs.
- ✓ You may remove masks when driving alone in an enclosed vehicle/equipment/or alone in a closed office until such time as you encounter another individual.
- ✓ You may remove masks if it impedes vision or if a medical condition would create an unsafe condition in which to operate equipment or execute a task. Must consult supervisor.

HANDWASHING:

- ✓ Wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer upon arrival at the worksite and prior to departing.
- ✓ Properly clean the handwashing station/area such as handles, fixtures, and door handle before and after each use.
- ✓ Discard disposable items properly in sealed bags.
- ✓ Monitor trash receptacles to make sure they are emptied daily.

COMMON WORK AREAS AND FREQUENTLY TOUCHED SURFACES:

- ✓ Follow all directions and signs in work areas regarding COVID-19.
- ✓ Provide routine disinfection of frequently touched surfaces (such as: doorknobs, keyboards, counters, first aid kits, interior cab of vehicles/equipment, and other surfaces).
- ✓ Disinfect reusable supplies/equipment with a disinfectant solution.
- ✓ Wash hands prior to, and after, using common work areas.
- ✓ Identify specific locations and practices for safe use and disposal of such items as: paper, hand towels, food containers, hand sanitizer, and trash.
- ✓ When available, utilize disposable hand towels and no-touch trash receptacles.

CLEANING MATERIALS AND CLEANING SUPPLIES:

- ✓ Use adequate and correct cleaning materials.
- ✓ Use proper disinfecting methods between staff if work/office tools are shared.
- ✓ Discard disposable items used for cleaning and disinfecting properly in sealed bags.
- ✓ Discard all disposable materials at the end of the day such as disposable towels and disposable Personal Protective Equipment (PPE), including disposable gloves.

Visit the Vermont Department of Health website at [VDH Covid-19](#) for additional information.