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# Employee Safety Checklist

The following checklist incorporates recommendations from the [California Department of Health](#) and the [Centers for Disease Control and Prevention](#) pertaining to safety protocols for employees returning to schools and office spaces. The Employee Safety Checklist is a companion document to the [CCCCD COVID-19 Operational Plan](#).

CCCCD is committed to safeguarding the health and safety of all employees and students. Promoting safety in the age of COVID-19 requires that each person actively take steps to mitigate risk and the spread of the disease. Please complete the following checklist to do your part in protecting yourself, your colleagues, and our students.

## Prior to Returning to Your Worksite

- Review the [CCCCD COVID-19 Operational Plan](#)
- Complete the [Keenan Safe Colleges COVID-19 Training Modules](#) to learn about best practices regarding how to protect yourself and others.
- Consult with your supervisor and/or dean to learn about any changes or updates related to the following:
  - Facilities mitigation measures that have been applied to your work area to maximize safety and facilitate for social distancing.
  - Temporary operational changes that will be in effect when you return to your worksite (i.e. services offered by appointment only, closed common spaces, restricted entrances, etc.).

## Before Leaving Home to Commute to Work

- Conduct a thorough [self-assessment](#) to determine whether you pose a potential risk of exposure to others.
  - Please do not come to work if your self-assessment indicates that you should stay home.
  - Follow the CDC's recommendations for [what to do if you think that you may have COVID-19](#).
- Ensure that you have your face covering\* on-hand so that you can apply it upon arriving at your worksite.
  - Please review the [CDPH Guidance for the Use of Face Coverings](#) and [CDC's Use Cloth Face Coverings to Slow the Spread of COVID-19](#).
- Wash hands with soap and water for at least 20 seconds.

## Upon Arriving at Your Worksite and Throughout the Day

- Apply your face covering\* when arriving to campus. For most employees, this will involve applying your face covering while still in your vehicle. Per the [CDPH Guidance](#), face coverings\* should be worn whenever an individual is inside a public space, when walking through common areas, and when outdoors in public spaces when maintaining social distancing requirements is not feasible.
- Wash hands or use hand sanitizer upon arrival at your worksite and regularly throughout the day
  - Utilize the restroom closest to your workstation.
  - To the extent possible, avoid touching commonly touched surfaces, such as door handles, after washing hands.
- Observe social distancing guidelines by maintaining a distance of 6 feet from other individuals.
- Avoid touching face or face coverings throughout the day.
- Wipe down your work station and surfaces at the beginning and end of your workday

### Additional Resources

- [Know the Symptoms of Coronavirus \(CDC\)](#)
- [How to Protect Yourself and Others](#)

\* Employees who are exempt from wearing a face covering as defined in the [CDPH Guidance](#) should contact HR prior to returning to their worksite to seek an accommodation through the interactive process.