THREE SIXTY SAFETY™

Three Sixty Safety™ COVID-19 Checklist

Area Audited: | Shift:

Conducted By:

Before Opening Facility	Pass/Fail/NA	Person Responsible	Comments
Determine Pandemic Response Team (see handout)			
Determine PPE requirements in facility (see handout)			
Have PPE ready and stocked for when employees arrive			
Determine sanitization and disinfection protocols/schedule			
Establish 6 feet social distancing guidelines in facility/barriers			
Hang hand washing signage in facility			
Hang social distancing signage in facility			
Hang disinfecting signage in facility			
Determine number of visitors allowed in facility			
Determine person responsible for visitor/contractor screening			
Determine person responsible for employee screening			
Determine entry checkpoint/protocols for employees and visitors			
Establish all schedules start/break/lunch			
Acquire touchless thermometer			

Potential Score/Actual Score

14	0

Employee/Visitor Screening (see handout)	Pass/Fail/NA	Person Responsible	Comments
Visitor questionnaire completed			
Employee questionnaire completed			
Record keeping procedure established			
Standard operating procedure (SOP) established and trained			
Screening/Isolation area's designated			
Screening PPE being worn			

Potential Score/Actual Score

6	0

Employee Training	Pass/Fail/NA	Person Responsible	Comments
Host training for site preparedness			
Host training for disinfection team & Inquire previous training			
Host training for employee access			
Host training for visitor/contractor access			

Potential Score/Actual Score

4	0

After Opening Facility	Pass/Fail/NA	Person Responsible	Comments
Confirm all employees have been trained			
Confirm all employees/visitors have been screened daily			
Confirm cleaning schedule is being followed			
Confirm social distancing is being followed			

Potential Score/Actual Score

4	0

Total Potential Score	**28**
Number of Non-Applicables (N/A)	**0**
Actual Score	**0**

Print Name: _____

Signed: _____

Date: _____