

Workshop Return-to-Work Checklist

Planning:

- ☐ Assess availability of PPE
 - ☐ Face covering (not N95 since those are reserved for Healthcare workers at this time)
 - ☐ Gloves
 - ☐ Eye protection
 - ☐ Face shields
- ☐ Assess availability of disinfectant
 - ☐ 70% ethanol
 - ☐ Bleach
 - ☐ [List N: Disinfectants for Use Against SARS-CoV-2 | US EPA](#)
- ☐ Ensure staff is trained on approved SDSU & Department specific social distancing/safety policy:
 - ☐ Designated person to enforce policy
 - ☐ Wearing PPE
 - ☐ Social Distancing
 - ☐ Distance markings on floors
 - ☐ Spacing out work stations
 - ☐ Decrease in maximum capacity
 - ☐ Limiting the number of people in a meeting or holding virtual meetings as much as possible.
 - ☐ Adjusting work assignments.
 - ☐ Installing barriers.
 - ☐ Minimizing exposure potential
 - ☐ Discontinue the use of fans, space heaters, air filtration devices (i.e.- anything that mechanically blows air around in the workspace, other than equipment that is required for safely working with hazardous materials such as a chemical fume hood).
 - ☐ Hand washing facility in the workshop is adequately supplied with hand wash soap or hand sanitizer is available if the workshop does not have a sink for handwashing.
 - ☐ Proper handwashing.
 - ☐ Avoid touching eyes, nose, mouth, and face
 - ☐ Proper cough/sneeze etiquette.
 - ☐ Proper way to clean and disinfect high-touch surfaces.
 - ☐ Cleaning/disinfecting shared workstations and tools between use.

Initial activities:

- ☐ Housekeeping
 - ☐ Visually inspect aisles and equipment for failures/leakages. Notify EHS if assistance is needed (x4-6778)
- ☐ Chemicals/Hazardous Materials
 - ☐ Inspect storage areas for spills and leaks
 - ☐ Manage any expired or outdated, peroxide-forming, self-reactive, or other chemical compounds with a limited lifespan appropriately

- ☐ Inspect contents of spill kit
- ☐ Hazardous Waste
 - ☐ Prepare hazardous waste for removal
 - ☐ Schedule a waste pickup from EH&S (4-6778)
- ☐ Equipment
 - ☐ Review equipment manuals for safe startup procedures
 - ☐ Review equipment state and safely release or mitigate any stored up energy sources
- ☐ Emergency Shower & Eyewash stations
 - ☐ Verify it has been flushed within the past month. If it has not been flushed, notify Facilities Services - Work Control (x4-4754)
- ☐ Fire extinguishers
 - ☐ Verify fire extinguishers are still present and accessible in the workspace
- ☐ Turn on water and allow to run for 1-2 minutes to flush system
- ☐ Automated External Defibrillator (AED)
 - ☐ If present, verify AED inspection/service date is current

Maintenance activities:

- ☐ During every shift changeover, disinfect touch points.