

PART 4: Equipment Checklist

OVERVIEW

This portion of your SMART Business Reopening Toolkit provides an industry specific Equipment Checklist, broken down as follows:

- [PPE \(Personal Protective Equipment\) for Employees](#)
- [Cleaning and Disinfecting Supplies](#)
- [General Supplies](#)
- [Documentation](#)
- [Signage](#)



PPE FOR EMPLOYEES

*Note: When selecting **Personal Protective Equipment (PPE)** for Employees, consider factors such as: Function, fit, decontamination, disposal, and cost*

- Gloves, goggles, face coverings and respiratory protection (as appropriate)
- Well-fitted cloth face coverings for all staff ([not considered PPE](#))

CLEANING & DISINFECTING SUPPLIES

Note: The United States Environmental Protection Agency has developed a [list of disinfectants](#) for use against SARS-CoV-2.

- Disinfectants that are EPA-registered and labeled as bacterial, viricidal, and fungicidal for cleaning of surfaces, objects, etc.
- Disposable disinfecting wipes or spray
- Alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
- Soap (antibacterial or otherwise)
- Disposable cleaning gloves (appropriate for chemicals)
- Cleaning “kits” including disinfectant wipes or sprays, disposable gloves, paper towels, masks, hand sanitizer, and other cleaning supplies

GENERAL SUPPLIES

- Thermometer to check yourself and employees for fever symptoms
Note: Thermometers used at a place of business should be no-touch or “no contact” to the greatest extent possible
- Facial tissues
- Garbage receptacles (consider no-touch options) and appropriate liners



DOCUMENTATION

- Printed copy of your Safe Work Plan & Procedures documentation
Note: See Part 5: Safe Work Plan & Procedures
- Daily Log of Guests for each day of business
Note: See "Required Forms" in Part 6: Required Forms & Signage
- Cleaning & Sanitation record for each day of business
Note: See "Cleaning & Sanitizing Documentation" in Part 6: Required Forms & Signage

SIGNAGE

Note: See "Signage" in Part 6: Required Forms and Signage

- Policy on face coverings
- Revised occupancy limits and six-foot physical distance guidance
- Six-foot distance standing indicators (i.e. floor markers, etc.)
- Notice of access to the facility for deliveries, walk-up guests, etc.
- Employee COVID-19 safety information and requirements such as CDC, DOH, OSHA posters
- New employee guidelines and best practices
- Handwashing signs for all handwashing locations in places such as bathrooms, kitchens, etc.

