



COVID-19 Preparedness Checklist



Area	Quantity	Preparedness Needs								
		Masks	Face Shields	Tape/ Distance Marking	Hand Sanitizer	Dis. Wipes	Gloves	Instruction Sheets (Cleaning)	Staggered Work	Health Survey
Facility Layout										
Workstations										
Carts										
Shelves										
Pallet Jacks										
Mobile equipment										
Desks										
Printers										
Cabinets										
Tools										
Common Tools										
Break Rooms										
Rest Rooms										
Supplies (Pens, Pencils, etc.)										
Scales										
Conference Rooms										
Phones										
Time Clock										
Lockers										
Entrances and Doorways										
Operational										
Hand-offs										
Transitions										
Shift Changes										
Direct Labor Processes										
Receiving										
Putaway										
Assembly										
QC										
Packaging										
Shipping										
Engineering										
Maintenance										
Indirect Labor Processes										
HR										
Accounting										
Clerical										
Management										