

# RISK CONTROL CONSULTING

## Business Reopening Plan (BRP) Checklist: **Disinfection**

This Business Reopening Plan Checklist is designed to assist in consideration to help preventing spread of COVID-19 and increase the probability of a successful reopening. All businesses should consider how best to decrease the spread of infection and lower the impact in their workplace.

To assist with your reopening planning, the following checklist has been assembled to provide general items to consider. We anticipate that some businesses will have unique operations not addressed in this document. This list is not exhaustive and does not replace local, state or federal requirements or guidance. The objective of the checklist is to help provide thought-provoking items to consider as part of your reopening plan with a focus on:

1. Reducing transmission among employees, guests, and vendors
2. Maintaining a healthy work environment

**Disclaimer:** *This document is intended as a guidance document and is not considered exhaustive or designed to cover all potential local, state or federal requirements. All users retain the responsibility to review local, state, and federal requirements and apply and augment this information appropriately. Alliant Insurance Services does not accept responsibility for the application of information contained within.*

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## Business Reopening Plan Checklist: **Disinfection**

Question/Consideration	YES	NO	NA	Action and/or Comments	By Whom	By When
<b>Planning &amp; Inventory</b>						
1. Are the disinfection materials being used approved by EPA for infectious diseases like COVID-19 ( <a href="#">EPA LINK</a> )?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Is there a documented disinfection plan (including at a minimum what disinfectant will be used, ranking of disinfection priority by location/activity, or equipment, where disinfected is used, frequency of disinfection, who is allow to complete disinfection activities)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3. Is there adequate quantity of cleaning equipment (sprayers, misters, etc.) available for employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4. Has a quantity needed of disinfectant and equipment been determined? Does this included anticipated usage according to disinfection plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5. Have you communicated the disinfection plan to all involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Disinfectant Use &amp; Employee Protection</b>						
6. Is the concentration or dilution of the disinfectant used following Manufacturer, Centers for Disease Control & Prevention (CDC), or EPA guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7. If dilution of mixing of disinfectant is to be conducted, are there adequate protection for employee exposure (ex. PPE – gloves, safety glasses or goggles, ventilation)? Is emergency eyewash within 10 seconds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8. Are manufacturer’s recommendations for contact time of disinfectant followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9. Are manufacturer’s recommendations for care in handling and storing of disinfectant followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Question/Consideration	YES	NO	NA	Action and/or Comments	By Whom	By When
10. Are protocols documented for use of space following disinfection activities (ex. does area need to be blocked to access for a specific period of time)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11. Are there protocols documented for disinfection of spills of blood, bodily fluids or soiled materials (following Blood-borne Pathogens requirements)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12. Are there protocols documented for disposal of contaminated waste or clothing as BioWaste (following Blood-borne Pathogens requirements)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Employee Training</b>						
13. Are all staff involved in disinfection activities trained in hazard communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14. Are all staff involved in disinfection activities trained use of personal protective equipment (PPE) required for disinfection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15. Are employees trained in proper cleaning techniques? For example, determining spray pattern, touch points, cleaning zones (operating zone, transition zone, clear zone)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16. Is proper PPE identified for use with disinfectants based on Safety Data Sheet (SDS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
17. Is necessary PPE readily available, accessible and used by employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
18. Are employees trained and competent on the proper donning and doffing of PPE to avoid contaminating themselves and causing cross contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19. Are employees trained on surfaces to clean including frequently touched surfaces, horizontal surfaces, door handles, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20. Are employees educated on the practices to minimize exposure and dispersion of virus through air by not shaking dirty linens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Question/Consideration	YES	NO	NA	Action and/or Comments	By Whom	By When
21. Are workers educated on proper hygiene (ex. hand washing, coughing/sneezing etiquette)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
22. Are workers educated on signs and symptoms of infection and action to be taken if they believe they have symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

NOTE: Consider avoiding use of hand sanitizers in food and beverage take out areas to avoid patrons from potentially ingesting small amounts of hand sanitizer due to cross contamination when eating.

**RESOURCES:**

1. International Sanitary Supply Association (ISSA): [www.issa.com](http://www.issa.com)
2. Centers for Disease Control & Prevention: Cleaning & Disinfection for Community Facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>