

RISK CONTROL CONSULTING

Business Reopening Plan (BRP) Checklist: **Supplies**

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: **Supplies**

Questions/Considerations		Yes	No	N/A	Action and/or Comments	By Whom	By When
1.	Disinfectant Supplies: Are your disinfectant chemicals consistent with the approved CDC's U.S. EPA disinfectant list? https://www.epa.gov/coronavirus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	HVAC Supplies: Are your HVAC filters consistent with ANSI/ASHRAE Standards 62.1 and 62.2 (ASHRAE 2019a and 2019b) recommendations? Upgrade HVAC filters to use a MERV 16 filter, but not less than a MERV 11 filter? https://www.ashrae.org/technical-resources/resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Employee PPE:							
Do you have adequate supply of PPE to cover usual operations and new safety recommendations such as:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.	Eye and face protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Disposable Nitrile gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3.	Uniforms or other clothing such as lab coats, scrubs, shoe coverings, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.	Body temperature taking equipment such as infrared thermometers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.	Hand sanitizer stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	Disinfectant materials such as wipe stations, spray bottles and EPA approved chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7.	Respiratory protection (N95), face covering, and/or surgical masks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
General Health Supplies							
Guest Health Supplies: Will supplies be made available for guest to provide safety and/or add to their comfort such as:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.	Disposable surgical type masks or face covering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Disposable Nitrile gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Questions/Considerations		Yes	No	N/A	Action and/or Comments	By Whom	By When
3.	Hand Sanitizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.	Disinfectant wipe floor stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	Signage: Additional hand washing signs, employee notices on illness signs and when not to come in, public notifications, public information signage on business protocols to protect their safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7.	Physical Barrier Controls: Do you have open service windows or counters without glass or Plexiglas barriers that should have a physical barrier added?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8.	If areas of the operation will be blocked off, or pedestrian routes modified, or social distancing markers in place, do you have or need: <ul style="list-style-type: none"> – Barricade Tape – Stanchions – Floor place cards or tape marking 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9.	General: Are there adequate lined disposal containers throughout the facility to handle the increase of additional refuse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Operational Supplies:							
1.	Housekeeping supplies (i.e. Disinfectant chemicals, cleaning supplies, paper products, hygiene products, protective gloves)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Food and Beverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3.	Retail (i.e. inventory stock, gift bags, new stock, personal hand sanitizers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.	Hotel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.	Maintenance/Facilities Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	Medical/First Aid: Will additional medical first-aid supplies be necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			