



New Hampshire Health Officers Association

Checklist for Assessment of Compliance to Executive Order #40

Universal Guidelines for All New Hampshire Employers and Employees

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The following checklist allows a Health Officer or other Inspector to complete an informal compliance check of adherence to COVID-19 re-opening guidelines as outlined in Executive Order #40 issued on May 1st 2020. You may complete the checklist by phone, observe at a distance, or visit the site with appropriate PPE. As the situation evolves, the executive order may be amended or changed, so check the following website for updates: <https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-universal.pdf>

<input checked="" type="checkbox"/>		Risk Assessment Topic Area	Response (circle one)	Comments or Criteria
Step 1: Assess Employer and Employee Compliance				
	1.	There is a written policy for all employees who are sick or not feeling well are required to stay home, and employees notify their supervisor.	Yes – No – Not sure	
	2.	There is a written process for screening all employees reporting for work for COVID-19 related symptoms, including 1) asking screening questions* and 2) documenting employees' temperature before their shifts.	Yes – No – Not sure	
	3.	There is a written policy for handling of employee(s) who exhibit COVID-19 symptoms (e.g. Answers "yes" to any of the screening questions) are instructed to leave the premises immediately. Employer must maintain confidentiality of employee.	Yes – No – Not sure	
	4.	Frequent hand hygiene is strongly promoted and alcohol-based hand sanitizer readily available	Yes – No – Not sure	

	5.	Workplace cleaning and disinfecting procedures in accordance with CDC Guidelines implemented.	Yes – No – Not sure	
	6.	Mitigate exposure via support for the use of cloth face coverings, implement social distancing guidelines, and modify employee schedules, where possible, to reduce the number of physical interactions	Yes – No – Not sure	
	7.	Employees allowed to work from home as much as practical	Yes – No – Not sure	
	8.	Employer has a written plan for potential COVID-19 cases that addresses absenteeism and protects essential functions.		
	9.	Covered employees are reminded of the provisions of the federal Families First Coronavirus Response Act	Yes – No – Not sure	
	10.	Demonstrate a written Employee illness policy with practices that are consistent with public health recommendations and are consistent with existing state and federal workplace laws. <ul style="list-style-type: none"> • Employers should amend or update their internal policies to include symptoms of COVID-19 or create a COVID-19 specific policy. • Employers should maintain flexible, non-punitive policies that permit employees to stay home if ill or to care for a sick family member. 	Yes – No – Not sure	
	11.	Frequent communication with both employees and customers about steps being taken to prevent spread of COVID-19 in the workplace	Yes – No – Not sure	
	12.	To the greatest extent possible, all employees should maintain safe social distancing	Yes – No – Not sure	

	13.	Correct respiratory hygiene is promoted via signage, available tissues, and no-touch receptacles.	Yes – No – Not sure	
	14.	Employee Compliance: See the list of items in section below.		
STEP 2: Educate & Enforce				
		Discuss your findings with the owner or manager, and then help them to implement best practices.		Supporting actions: Educate the client on correct public health practices. Share any factsheets or links to CDC, NH DPHS, or other agency resources. Refer them to public or private consultants for assistance.
		Does the client understand how to improve practices?	Yes – No – Not sure	
		Does the client agree to improve practices?	Yes – No – Not sure	
		If needed, inform the responsible parties that you will visit again to inspect.		Set a date and time to follow up.
		On follow up date, did the client improve practices and become compliant?	Yes – No – Not sure	Re-inspect
		If compliant, encourage them to maintain the sanitary conditions		
		If not compliant, contact law enforcement to help resolve the issues.		Share any written or photo evidence of non-compliance.
		Add contact for law enforcement here:	Phone:	Name:

Additional Guidelines

1. *Employee screening questions should include:
 - a. Have you been in close contact with a confirmed case of COVID-19?
 - b. Have you had a fever or felt feverish in the last 72 hours?
 - c. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - d. Are you experiencing any new muscle aches or chills?
 - e. Have you experienced any new change in your sense of taste or smell?
2. Employers should mitigate exposure by supporting the use of cloth face coverings in areas where social distancing is difficult to maintain, implement social distancing guidelines, and modify employee schedules, where possible, to reduce the number of physical interactions. Meetings, for example, should be conducted by phone or computer conferencing applications when able; in-person meetings should be limited and employees should maintain a safe distance of at least 6 feet from others at all times.
 - a. Employers should also take steps to limit self-servicer options.
 - b. Employers should promote etiquette for coughing, sneezing and handwashing. Employers should provide employees and the public with tissues, no-touch trash cans, soap and water, and hand sanitizer

with at least 60% alcohol. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

- c. If an employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected.

3. Employee guidelines when feeling ill:

- a. Employees who have symptoms should notify their supervisor and stay home. When exposed to COVID-19 or if diagnosed with COVID-19, employees must stay home. Exceptions can be made for asymptomatic exposed employees who are NOT diagnosed with COVID-19 if they are considered essential workers, and these individuals could return to work only with approval from public health officials and their employer after certain protections have been put in place.
- b. Employees who are particularly vulnerable to COVID-19 according to the CDC are encouraged to consider their individual risk and whether they are safer to work from home.
- c. Employees who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing, or seek testing through one of the public testing options, such as through a State-run testing center, local health department, or ConvenientMD.

The Goal of the Health Inspection: The goal of this checklist is to discover issues, improve performance, and teach public health practices, before beginning any enforcement actions. In order to remain open, all businesses need to follow guidance to prevent the spread of COVID-19. If you see a violation of an executive order, you may assess the health risks for spread of COVID-19, then work on a resolution with the property owner/manager, and then contact police if enforcement actions if needed. State and local police have the primary authority to enforce executive orders.

References & Handouts to Share with Businesses:

All NH Emergency Orders Released in 2020 regarding COVID-19:

<https://www.governor.nh.gov/news-and-media/emergency-orders-2020>

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<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-universal.pdf>

CDC Guidelines for Specific Practices:

How COVID-19 Spreads

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

Social distancing

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Respiratory etiquette

<https://www.cdc.gov/oralhealth/infectioncontrol/faqs/respiratory-hygiene.html>

Hand hygiene

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Cloth Face Covers

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Cleaning and Disinfecting

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Drafted and Adopted by the New Hampshire Health Officers Association