Cal/OSHA COVID-19 General Checklist
for Grocery Employers

July 22, 2020

This checklist is intended to help grocery employers implement their plan to prevent the spread of COVID-19 in the workplace. Refer to Cal/OSHA's **Safety and Health Guidance on COVID-19 Infection Prevention in Grocery Stores** for additional information and guidance.

Employee Training (Topics that should be covered)

❑ COVID-19 symptoms and when employees should seek medical help.

❑ How COVID-19 is spread.

❑ How to prevent the spread of COVID-19 when sick.

❑ How an infected person can spread COVID-19 to others even when they are not sick.

❑ **California's COVID-19 Response** webpage: http://covid19.ca.gov

❑ The employer's plan for screening workers for COVID-19.

❑ How employees can protect themselves and prevent the spread of COVID-19:

   ❑ Wash hands and scrub with soap for at least 20 seconds:

      ❑ When employees arrive and before they leave work.

      ❑ Before and after eating or preparing food.

      ❑ Before and after using the toilet.

      ❑ After close interaction with other persons.

      ❑ After contacting shared surfaces or tools.

      ❑ Before and after wearing a mask or gloves.

      ❑ After blowing nose, coughing or sneezing.

      ❑ Explain that hand sanitizers are not as effective as hand-washing but can be used as an interim measure if a hand-washing station is not immediately available.

      ❑ Time spent hand-washing is compensable as nonproductive time for piece-rate workers.

   ❑ Limit close contact with others — maintain at least six feet of separation.

   ❑ Avoid social greetings with contact such as handshakes and hugs.

   ❑ Mandatory and proper use of cloth face covers and what they do, including:

      ❑ **CDC guidelines** that everyone should use cloth face covers when around other persons.

      ❑ Cloth face covers can help protect persons around the user of the cloth face cover when combined with physical distancing and frequent hand-washing.

      ❑ Cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.

   ❑ Avoid touching eyes, nose and mouth.

   ❑ Cough and sneeze into their elbows or a tissue and immediately dispose of tissue.

   ❑ Safely use cleaners and disinfectants:

      ❑ Carefully follow label directions.

- ❑ Assess the hazards of all cleaners and disinfectants used.
- ❑ Wear personal protective equipment (PPE) (gloves, etc.).
- ❑ Use adequate ventilation.
- ❑ Ensure cleaners and disinfectants are used in a manner that does not endanger employees.
- ❑ If customers are allowed to bring their own bags employees should:
  - ❑ Not touch or place groceries in customer-brought bags.
  - ❑ Ask customers to leave their bags in the shopping cart.
  - ❑ Ask customers to bag their own groceries.
- ❑ Do not touch or handle containers or recycling returned for reuse or redemption without PPE and training on how to wear PPE without self-contamination.
- ❑ Remind employees not to come to work if they have symptoms of COVID-19, such as a cough, fever, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea, or if they or someone they live with or have had close contact with has been diagnosed with COVID-19.
- ❑ Educate employees on paid sick leave benefits and other benefits offered, including supplemental paid sick leave under federal law and under **Executive Order N-51-20** and workers' compensation benefits under **Executive Order N-62-20**.
- ❑ Discuss the employer's plan and procedures to protect employees from the COVID-19 illness.
- ❑ Report to a supervisor if beginning to feel symptoms.

Increase Cleaning and Disinfection

- ❑ Establish procedures to more frequently clean and disinfect commonly touched surfaces and objects, including door handles, key pads, cash registers, scanners, shared utensils, equipment, surfaces in food handling and prepping areas, equipment controls, shopping carts and baskets, conveyor belts, etc.
  - ❑ Use products that are approved by the Environmental Protection Agency (EPA) for use against the virus that causes COVID-19 and are also safe for food establishments.
  - ❑ Provide EPA-registered disposable wipes for employees to sanitize commonly used surfaces before use and for customers to wipe down carts and baskets.
  - ❑ Follow the manufacturer's instructions for all cleaning and disinfecting products.
  - ❑ Ensure adequate cleaning supplies are readily available, including cleaning products and gloves.
  - ❑ Create procedures to close access and deep clean — preferably with a professional cleaning service — areas where a person confirmed or presumed to have COVID-19 has been. Provide the employee performing the deep clean with PPE to protect against both COVID-19 infection and chemical hazards:
    - ❑ Disposable gown or coveralls
    - ❑ Impermeable disposable gloves
    - ❑ Eye protection
    - ❑ Respirator
    - ❑ Mask that is protective against splashing liquids
  - ❑ Ensure frequent cleaning and disinfection of collection points and areas where recyclable and reusable containers are processed:
    - ❑ Use available methods to handle these materials remotely.

- ❑ Employees do not handle or process these materials by hand without PPE listed above (impermeable disposable gloves and coveralls, eye protection, and a mask).
- ❑ Employees are trained on the safe use and removal of all PPE.

Procedures to Increase Physical Distancing

- ❑ Provide face covers or encourage employees to use their own face covers and ensure they are used in accordance with CDPH and CDC guidelines.
- ❑ Provide adequate time and space for workers to clock in and out at the beginning and end of their shift without crowding.
- ❑ Limit crew sizes by staggering shifts or increasing the number of shifts.
- ❑ Stagger breaks and lunch times and spread out breakroom chairs.
- ❑ Hold meetings and trainings in small groups so workers can maintain at least six feet of distance.
- ❑ Perform job interviews and orientations over the phone or by video conferencing.
- ❑ Post signs at all entrances with infection control information telling customers to:
  - ❑ Use cloth face covers in the facility.
  - ❑ Only touch products they intend to purchase.
  - ❑ Use hand sanitizer when entering the store and prior to checkout.
  - ❑ Leave their own bags (where allowed) in the shopping cart and bag their own groceries.
- ❑ Only use every other checkout register.
- ❑ Mark the floor so customers stay 6 feet apart in checkout and other lines.
- ❑ Have customers stay behind the conveyor belt until it is their turn to checkout.
- ❑ Limit direct contact with the public and customers:
  - ❑ Limit the number of customers in the store at one time.
  - ❑ Install Plexiglas screens, other physical barriers, or spatial barriers to protect cashiers, pharmacy workers, and other workers who normally have regular, close interaction with the public.
  - ❑ Use handheld scanners to minimize handling products.
  - ❑ Encourage the use of payment cards and contactless payment. Clean the payment terminal frequently and provide hand sanitizer.
  - ❑ Implement protocols to allow for physical distancing when providing assistance to customers using self-checkout.
  - ❑ Clean self-checkout registers frequently and provide hand sanitizer there.
- ❑ Where customers are allowed to bring their own bags, ensure that:
  - ❑ Bags are not placed on conveyor belts or any other area outside of shopping carts.
  - ❑ Bags make no contact with employees.
  - ❑ Customers bag their own groceries.
  - ❑ Customers do not bag groceries in the checkout area if they cannot maintain physical distancing.
  - ❑ Increase the frequency of disinfection in bagging areas used by customers.
- ❑ If a delivery driver requires a signature, the employee should use their own pen or wear gloves.
- ❑ Encourage customers to use online order and pickup.
  - ❑ Place groceries directly into customer's trunk or permit customer to load groceries into their vehicle.

- ❏ Discontinue providing samples to customers.
- ❏ Discourage employees from attending large gatherings and encourage physical distancing during non-work hours.

Good Hygiene Practices

- ❏ Allow time for employees to wash hands every 30 minutes and additionally as needed, including providing additional breaks.
- ❏ Encourage employees to wash their hands frequently:
  - ❏ Ensure hand-washing facilities, including soap and paper towels, are readily available.
  - ❏ Frequently check supplies of soap and paper towels.
  - ❏ Ensure restrooms are kept clean and sanitary.
- ❏ Provide disposable gloves to employees who have limited access to hand-washing.
- ❏ Encourage employees to change gloves frequently and remove them before touching their face, smoking, eating or using the restroom.
- ❏ Provide an adequate supply of disposable gloves that are readily available.
- ❏ Provide hand sanitizer at every checkout register and throughout the store, especially in locations where hand-washing facilities are not immediately available.

What to do if Workers Might be Sick with COVID-19

- ❏ Implement work policies that encourage sick employees to stay home such as paid time off, increased sick leave, suspending "no-fault" absentee policies and job protection for those staying home.
- ❏ Educate employees on paid sick leave benefits and other benefits offered, including supplemental paid sick leave under federal law and under **Executive Order N-51-20** and workers' compensation benefits under **Executive Order N-62-20**.
- ❏ Screen employees for COVID-19 symptoms when they arrive at work and observe for symptoms throughout the day.
  - ❏ Immediately send employees home or to medical care if they have acute respiratory illness symptoms.
  - ❏ Train employees to self-screen before coming to work.
  - ❏ Provide PPE to employees conducting screening including gloves, eye protection and a face covering.
  - ❏ Have screened employees wear a face covering during screening.
  - ❏ Use touchless thermometers.
  - ❏ Ensure screeners maximize distance from employees being screened.
- ❏ Establish procedures to notify local health officials upon learning that someone has a COVID-19 infection.

This document is available with active links at www.dir.ca.gov/COVID19GROCGCL
For assistance regarding this subject matter, employers may contact
Cal/OSHA Consultation Services at: 1-800-963-9424 or InfoCons@dir.ca.gov
www.dir.ca.gov/dosh/consultation.html