MAKE THE WORKPLACE SAFER:
COVID-19 Rounding Checklist

To fight COVID-19, we must contain and suppress the virus. The only way to keep ourselves safe is to keep the whole team safe. Active observation and follow-up will go a long way toward making the workplace safer. Follow these 3 steps:

Identify hazards. Walk through areas to look for things that can create unnecessary risks for exposure.

Propose solutions. Assess what changes you can make on your own, and what you need to partner on.

Take action to make sure the problem is resolved. Use the Make the Workplace Safer Tracking Chart on LMPartnership.org

HAZARD	YES	NO	N/A	COMMENTS/SOLUTION NEEDED	NEXT STEPS
Is hand sanitizer available in waiting rooms and common areas of the department?					
Does staff maintain physical distancing in all shared spaces, including hallways, break rooms, offices and exam/procedure rooms?					
Are disinfecting materials available in locations where there is shared equipment? Is equipment wiped down after every use (phones, printers, fax machines, etc.)?					
Do workers wear appropriate PPE (including face masks for non clinical workers)? Do staff members wash and/or sanitize their hands after contact with shared surfaces?					
Are signs placed in the department waiting room notifying patients and visitors to wear face masks?					
Is physical distancing maintained in department waiting rooms and common areas? Are patients at least 6 feet apart while seated and waiting in line?					
Are physical barriers, such as plexiglass shields, present at department registration/ reception stations where staff and patients may be in close contact?					
Are precautions in place to prevent staff moving from COVID-19 high-impact areas to other parts of the hospital?					

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