



Pandemic Checklists Meetings

# COVID-19 Checklists and Safety Meeting Templates



Download free pandemic preparedness safety meetings  
and checklists based on guidelines for employers from the  
WHO, CDC, OSHA, and Red Cross.

Nearly six months after the WHO declared COVID-19 a pandemic, employers continue to do the hard, yet critical work of choosing how to [respond to the coronavirus pandemic](#) to meet the needs of employees, clients, and the business.

Companies that fail to act could wind up facing serious fines. In September 2020, 19 Michigan businesses [faced \\$51,400 in penalties](#) from the Michigan Occupational Safety and Health Administration (MIOSHA) as a result of COVID-19 workplace safety violations.

At Safesite, we are continually working to assess our preparedness and train our employees and want to provide you with the resources you need to do the same.

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## Coronavirus & Flu Prevention PPT Meeting Template

This meeting covers the definition of a pandemic, symptoms of COVID-19 and influenza, and how to prevent infections at work through handwashing and other hygiene practices.

It also includes opportunities to discuss your company policies regarding staying home, working from home, and returning to work following an illness.

There are four ways to use this meeting:

- Get the talking points and log attendance for free on Safesite ([iOS](#), [Android](#), [Desktop](#))
- Download and customize the [Coronavirus & Flu Prevention PPT](#)
- Copy and edit this meeting on [Google Slides](#)
- [Download this meeting as a PDF](#)



## Coronavirus Preparedness Checklist Template

This checklist will help you audit your coronavirus preparedness, including tasks like employee training, preventive measures, janitorial supplies, and infection control measures.

There are multiple ways to access this template:

- Conduct this inspection on the Safesite app for free ([iOS](#), [Android](#), [Desktop](#))
- Download the [Coronavirus Preparedness Checklist PDF](#)
- Download it as an [Excel Spreadsheet](#)
- Access the template as a [Google document](#)
- View and download the [Google sheet](#)



## Business Contingency Planning Checklist Template

As you prepare your employees to face a pandemic, you must also [prepare your company](#). This checklist is based on CDC guidelines and will help you audit your business arrangements, policies, and chain of command.

There are a number of ways to use this checklist:

- Conduct this inspection on the Safesite app for free ([iOS](#), [Android](#), [Desktop](#))
- Download the [Contingency Planning Checklist PDF](#)
- Download the [Excel Spreadsheet](#)
- Copy and edit the [Google document](#)
- Copy and edit the [Google spreadsheet](#)

## Hand Washing Toolbox Talk PPT

According to the [CDC](#), [WHO](#), and [OSHA](#), hand washing and effective hand hygiene is one of the primary ways we can prevent the spread of COVID-19.

A refresher on effective handwashing is a simple meeting that can make all the difference on your site. Safesite created a safety moment toolbox talk dedicated to this important subject.

You can find this toolbox talk template in several places:

- Run this meeting in the field with the Safesite app for free ([iOS](#), [Android](#), [Desktop](#))
- Get the mobile-friendly [handwashing PPT template](#)
- Download the [Google presentation](#)



## Housekeeping Checklist Template

Use this daily checklist to manage workplace organization and hygiene. Be sure to provide appropriate training and PPE for employees doing housekeeping or janitorial tasks during a pandemic.

Use this checklist in the format that works best for you:

- Schedule this inspection on the Safesite app for free ([iOS](#), [Android](#), [Desktop](#))
- Download the [Housekeeping Checklist PDF](#)
- Copy and edit the [Google document](#)
- Copy and edit the [Google spreadsheet](#)



## **Are You Prepared?**

As an employer, you play a critical role in the lives of your employees. You are on the hook for communicating the facts and taking reasonable measures to protect employees from exposure at work.

You can use the above resources as assets to your overall response plan, which could include:

- Following reputable sources (and encouraging your employees to do the same)
- Communicating with your employees frequently
- Listening to your employees' fears and feedback
- Creating an infection control plan (and funding it)
- Training your employees on your infection control measures
- Making a contingency plan to continue services
- Equipping your employees to carry out your contingency plan
- Communicating with clients and customers frequently
- Protecting medically vulnerable and temporary employees

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Peter is co-founder and CEO of Safesite. His experience working as a civil engineer working in project management for large commercial contractors motivated him to use mobile technology to reduce preventable incidents and deaths. That goal has driven Peter's strategic decisions for Safesite, which has grown from a mobile app to a robust safety management system.

# Lead with Safety

Take your safety program to the next level with Safesite, the only forever-free digital safety management solution.

With Safesite, you can set up and start managing your ideal safety program in just 20 minutes.

