

# PREVENTATIVE MATERIALS INVENTORY CHECKLIST

- The company offers protection to their workforce through support of:
  - Personal hygiene
  - Social distancing
  - Frequent disinfection of common surfaces
- Team leads for sanitation and PPE are responsible for ensuring there are adequate supplies per your company's plan. Order fulfillment lead times vary by geography and item.

✓	Item	Spec	Recommended Supply
	Mask	Disposable face masks (1-day)	Min. 30-day supply
	Nitrile gloves	Nitrile gloves	Min. 30-day supply
	Infrared thermometer	Medical infrared thermometer/ measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003)	1 per 100 employees/shift
	Disinfectant spray/wipes	10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)	Min. 30-day supply
	Spray bottles	1-liter plastic spray containers	Min. 5 bottles
	Sanitization floor stand	Hand sanitizer dispenser floor stand	1 available in work area per 50 employees
	Hand sanitizer (refills)	Sanitizer with Alcohol 70%/Local Brand "Sanitizer"	Min. 30-day supply
	Hand soap	Use CDC Recommended hand soap	Min. 30-day supply
	Paper towels	Paper towels	Min. 30-day supply
	Glasses/face shields	Safety glasses/polycarbonate	Min. 30-day supply
	Bio-hazard container	Bags that can be sealed and tagged as contaminated material (Please see 'refuse' section of the COVID-19 Policy and Guidelines Directive)	Min. 30-day supply

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