

COVID-19 Safety Self-Assessment

NAME OF FACTORY:	DATE:	Self-assessment including all required evidence shall be submitted to Hanes by the end of the day every Thursday while producing masks.
ADDRESS:	PHONE:	
PLANT MANAGER:	EMAIL & PHONE:	Please submit as a .pdf to MasksGowns.safety@Hanes.com and include the name of the factory in the file name.
COMPLIANCE MANAGER:	EMAIL & PHONE:	

1. General Requirements

	YES	NO	
A. Facility management has read, understood, communicated and posted Hanes' Global Standards for Suppliers (GSS)			Compliance evidence is required, add date stamp photo in the corresponding tab
B. Facility has obtained all government required permits to operate under COVID-19 restrictions			Compliance evidence is required, add date stamp photo in the corresponding tab
C. For facilities in a jurisdiction that has been placed under government order to close, all employees have volunteered to work			
D. Facility is in compliance with all local government mandates on COVID-19 regarding curfews and "stay-at-home" orders			
E. Facility has designated an area to temporarily place employees with COVID-19 symptoms before sending them to the appropriate medical institution			Compliance evidence is required, add date stamp photo in the corresponding tab
F. Facility is cleaned and properly disinfected, as outlined in the HBI Cleaning Guidelines, at the end of each work shift			Compliance evidence is required, add date stamp photo in the corresponding tab
G. At least one fully dedicated COVID-19 Safety Officer is present on each shift whose sole responsibility shall be the enforcement of the HBI COVID-19 Safety Guidelines			

2. Transportation

	YES	NO	
A. Is transportation to/from the facility provided to employees?			
B. Social distancing is enforced during commute (at least 2m/6ft)			
C. When the required 2m/6ft can't be maintained, physical barriers must be installed (PVC/Acrylic/Plexiglas) or the employees must wear additional face protection, such as face shields.			
D. Alcohol-based hand sanitizer is available in all means of transportation			
E. All means of employee transportation are cleaned and properly disinfected before and after each ride, as outlined in the HBI Cleaning Guidelines			Compliance evidence is required, add date stamp photo in the corresponding tab
F. Employees are required to wear face coverings to/from work.			Compliance evidence is required, add date stamp photo in the corresponding tab

3. Facility Entrance Process

	YES	NO	
A. Facility has posted sign(s) to remind employees that they are certifying they have successfully passed the COVID-19 self-assessment questionnaire			Compliance evidence is required, add date stamp photo in the corresponding tab
B. Social distancing is enforced at the facility entrance (at least 2m/6ft)			Compliance evidence is required, add date stamp photo in the corresponding tab
C. All floors are properly marked to enforce social distancing (at least 2m/6ft)			Compliance evidence is required, add date stamp photo in the corresponding tab
D. Facility is conducting daily temperature screening for all employees			Compliance evidence is required, add date stamp photo in the corresponding tab
E. All employees are disinfecting their shoes before entering the facility			Compliance evidence is required, add date stamp photo in the corresponding tab
F. All employees are disinfecting their personal belongings before entering the facility			Compliance evidence is required, add date stamp photo in the corresponding tab
G. All lockers are properly disinfected at the end of each shift, as outlined in HBI Cleaning Guidelines			Compliance evidence is required, add date stamp photo in the corresponding tab

4. Working Stations and Working Tools

Includes: Sewing machines and workstations, working tools, all material handling equipment, desks, chairs, tables, etc.

	YES	NO	
A. All workstations/tools are properly disinfected at the beginning of the work shift, as outlined in HBI Cleaning Guidelines			Compliance evidence is required, add date stamp photo in the corresponding tab
B. All workstations/tools are properly disinfected after each break, as outlined in HBI Cleaning Guidelines			Compliance evidence is required, add date stamp photo in the corresponding tab
C. Social distancing is enforced at workstations (at least 2m/6ft)			Compliance evidence is required, add date stamp photo in the corresponding tab
D. When the required 2m/6ft can't be maintained, physical barriers must be installed (PVC/Acrylic/Plexiglas).The height of the barrier shall be 1.8m (6ft) or higher. Less than 1.3m (4.2ft) of separation is not permitted with or without physical barriers.			Compliance evidence is required, add date stamp photo in the corresponding tab
E. All workstations/tools are properly disinfected at the end of the work shift, as outlined in HBI Cleaning Guidelines			Compliance evidence is required, add date stamp photo in the corresponding tab

5. Personal Protective Equipment

	YES	NO	
A. All employees are provided with a face covering (at least 2), including all contracted employee and service providers			
B. All employees are required to wear a face covering during the work shift and are reminded to wash it every night			Compliance evidence is required, add date stamp photo in the corresponding tab
C. All other mandatory PPE is provided and required as per applicable safety laws and regulations			Compliance evidence is required, add date stamp photo in the corresponding tab
D. Staff performing cleaning and disinfection duties is wearing all mandatory PPE following COVID-19 mandates, as outlined in HBI Cleaning Guidelines, and as required by all applicable safety laws and regulations			Compliance evidence is required, add date stamp photo in the corresponding tab
E. All health care professionals on duty are wearing all mandatory PPE following COVID-19 mandates and applicable safety laws and regulations			Compliance evidence is required, add date stamp photo in the corresponding tab

6. Hygiene Practices

	YES	NO	
A. Alcohol based hand sanitizer is available in all areas of the facility			Compliance evidence is required, add date stamp photo in the corresponding tab
B. Employees are required to wash their hands with soap or to sanitize their hands with alcohol based sanitizer every hour during the work shift			

7. Workplace Safety Practices

	YES	NO	
A. All emergency exits are kept unlocked and unblocked during the work shift # _____			Compliance evidence is required, add date stamp photo in the corresponding tab
B. Sufficient functioning fire extinguishers are available during the work shift # _____			Compliance evidence is required, add date stamp photo in the corresponding tab
C. Properly stocked first aid kits are available during the work shift # _____			Compliance evidence is required, add date stamp photo in the corresponding tab
D. Health care professionals are present at the facility during the complete work shift as required by law # _____			Compliance evidence is required, add date stamp photo in the corresponding tab

8. Restrooms / Cafeteria / Social Areas

	YES	NO	
A. All restrooms are properly disinfected at the beginning of the work shift, as outlined in HBI Cleaning Guidelines			Compliance evidence is required, add date stamp photo in the corresponding tab
B. All restrooms are properly disinfected at least every 2 hours during the work shift, as outlined in HBI Cleaning Guidelines			Compliance evidence is required, add date stamp photo in the corresponding tab
C. Cafeteria and social areas are properly disinfected at the beginning of the work shift, as outlined in HBI Cleaning Guidelines			Compliance evidence is required, add date stamp photo in the corresponding tab
D. Cafeteria and social areas are properly disinfected after each break, as outlined in HBI Cleaning Guidelines			Compliance evidence is required, add date stamp photo in the corresponding tab
E. Social distancing is enforced at the cafeteria and social areas (at least 2m/6ft)			
F. Floors at the cafeteria and social areas are properly marked to enforce social distancing (at least 2m/6ft)			Compliance evidence is required, add date stamp photo in the corresponding tab
G. All tables/benches/chairs at the cafeteria and social areas are properly marked to enforce social distancing (at least 2m/6ft)			Compliance evidence is required, add date stamp photo in the corresponding tab
H. When the required 2m/6ft can't be maintained, physical barriers must be installed (PVC/Acrylic/Plexiglas). The height of the barrier shall be 1.8m (6ft) or higher. Less than 1.3m (4.2ft) of separation is not permitted with or without physical barriers.			Compliance evidence is required, add date stamp photo in the corresponding tab
I. Meals are provided to employees who have volunteered to work			

9. Mandatory Education on COVID-19

	YES	NO	
A. Employees are reminded to complete the COVID-19 self-assessment questionnaire every day before leaving their houses for work. This requirement is communicated daily			Training and guidelines must include all personnel in the facility (employees, food service providers, security personnel, transportation personnel, etc.)
B. Facility developed and established a permanent educational program on COVID-19 for all employees (No group meetings are allowed)			Compliance evidence is required, add date stamp photo in the corresponding tab
C. Employees are educated on COVID-19 prevention daily			