

COVID 19 CHECKLIST FOR WORKPLACES

Inspection

Management Committee

Is there a Covid-19 Crisis Management Committee in your workplace?

Yes No

Process & Procedures

Have you released internal communications on staff noticeboards for all relevant Covid-19 updates?

Yes No

Stay informed

Start by identifying authoritative sources of public health guidance on the epidemic, and stay up to date on officially recommended and mandated actions in the applicable jurisdictions.

These sources include The Centers for Disease Control and Prevention, The World Health Organization, The European Centre for Disease Prevention and Control, and country-specific public health guidance such as this for Singapore and this for the United Kingdom.

Have all employees been briefed on the guidelines around temporary remote working?

Yes No

Employers should consider changes to reduce overcrowding, such as facilitating remote work, shift work, and perhaps physical layout changes. Such measures may help protect workers from infection and help protect organisations from liability.

Do you have reliable systems for real-time public health communication with employees?

Yes No

Have your Supervisors been adequately trained on the implications of Covid-19?

Yes No

Have you given employees accurate information about ways to prevent the spread of infection?

Yes No

Are your employees aware of the symptoms of Covid-19?

Yes No

Symptoms of coronavirus

The main symptoms to look out for are:

1. A cough
 2. A high temperature
 3. A shortness of breath
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Cleanliness & Hygiene

Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected?

Yes No

You should ensure that public surfaces such as counters, doorknobs, and elevator buttons are regularly disinfected!

Have you alerted **all** staff members to the hand washing protocols with your workplace?

Yes No

As hand washing is one of the most effective defences, employers need to make sure that employees have ready access to washing facilities and that those are kept well stocked with soap and (ideally) paper towels.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 4. Rinse your hands well under clean, running water.
 5. Dry your hands using a clean towel or air dry them.
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Do you have readily available access to Hand Sanitizer for **all all** members of staff?

Yes No

Does the Hand Sanitiser to contain at least 60 percent alcohol content?

Yes No

It is imperative that all employees have access to Hand Sanitizer!

Public Health England says if hand sanitiser is used it needs to contain at least 60 percent alcohol content - most contain 60 to 95 percent.

Business Travel

Have you considered reviewed policies around international and domestic business travel?

Yes No

Have you postponed or cancelled scheduled conferences or meetings?

Yes No

Sign-off

Name & Signature

