COVID-19-point checklist-Ensuring Employer's Readiness

☐ **Have the employer and OH (Occupational Health) staff ensured that all employee contact details are up to date?**

☐ **Are employees provided with health information about the disease, hygiene measures, self-isolation and self-certification where applicable?**

Have supervisors and managers been informed to:

☐ **a. advise potentially infected employees to stay at or go home?**

☐ **b. advise OH staff/medical advisor of suspected cases and of employees who have household contacts suspected to have COVID-19?**

☐ **Have occupational groups who are potentially at increased risk been identified and has their risk been assessed-for example, business travellers, expatriates, first aiders and health professionals (including OH)?**

☐ **Have employees been advised to contact OH if they are returning from an affected area before they consider attending work?**

☐ **Are first aiders and health professionals aware of the hygiene measures to follow?**

☐ **Are there adequate supplies of personal protective equipment such as gloves, aprons and masks where risk assessments identify a need?**

☐ **Have you assessed the need for disposable or non-contact medical thermometers and where they might be positioned, eg in the OH unit or with first aiders and security?**

☐ **Are procedures in place to segregate any potentially infected employees who might present to OH or visitors who might arrive at reception?**

☐ **Has the cleaning contract been reviewed to ensure that the frequency and standard of cleaning is sufficient?**

☐ **Is there a protocol for disinfection of any potentially contaminated work areas?**

☐ **Is handwashing information posted close to all washbasins?**

☐ **Is alcohol hand rub readily available in high-traffic areas and where handwashing facilities are not nearby and are disposable tissues made available to employees?**

☐ **Is non –essential travel discouraged-eg where virtual meetings meet business needs?**

☐ **Is someone responsible for continually reviewing the need for any international travel restrictions?**

☐ **Have business travellers been reminded of the arrangements for medical support while travelling and do their travel kits include alcohol hand rub?**

☐ **Is there a business continuity plan which considers who can work from home while meeting the needs of the business?**

☐ **Have support medical staff (0H) identified the most reliable websites to ensure that they stay informed?**

☐ **Is there a defined protocol for returning to work an employee who was isolated due to confirmed COVID-19 in themselves or in a household contact?**

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