

# COVID-19 RETURNING TO WORK CHECKLIST

## MAKING THE WORKPLACE SAFE

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- RISK ASSESSMENT FOR VARIOUS AREAS & CERTAIN EMPLOYEES
- PLANNED ADJUSTMENTS (HYGIENE STATIONS, FLOOR MARKINGS, SCREENS, PPE - CONSIDER STOCK)
- CLEANING PROCEDURES
- HAVE YOU GOT APPOINTED MANAGERS TO OVERSEE SAFE WORKING?

## WORK PRACTICES

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- EXISTING WORK FROM HOME POLICY & OTHER WORK FROM HOME MEASURES
- SHIFTS AND STAGGERED WORK HOURS
- CLEANING PROCEDURES
- PROCEDURE FOR REPORTING SUSPECTED CASES - COVID-19 POLICY

## EMPLOYEES & COMMUNICATION

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- RETURNING TO WORK CONVERSATION LOG SHEET
- EMPLOYMENT CONTRACT, LAY OFF CLAUSES, FURLOUGH
- ARE CONSULTATIONS REQUIRED?
- HOW ARE YOU GOING TO SHARE THE RESULTS OF RISK ASSESSMENTS?
- HOW ARE YOU GOING TO ADDRESS STAFF WELLBEING AND MORALE?