

Personnel

- Working from home** – Is everybody remote who can be?
- Work rota/teams** – Are those who have to come to work scheduled at different times? Does the rota ensure not all staff are present at once (in case an outbreak occurs amongst half the team)?

Workspace organisation

- One way system** – Does your space need one and is it clearly marked out?
- Entry/Exit points** – Are there separate entrances and exits and are these signs posted?
- Visitor routes** – Where can external people go or not go?
- Social distancing** – Are work stations sufficiently far apart?
- Signage** – Is there clear, consistent information throughout the office for staff and visitors to learn new measures?

Other areas of the building

- Washrooms/toilets** – Are social distancing measures in place (e.g. closing every other sink)?
- Communal areas** – Kitchens, break rooms: How many people are allowed in at a time? Is there a procedure and equipment for individuals to clean down areas after they've used them? Can lifts be used? Is there a contactless system in place to access different parts of the building?

Personal Protective Equipment and sanitising products

- Face masks** – What is the company policy for wearing them? Do you have spare stock for visitors/clients?
- Other PPE provision** – Does your business need to provide gloves, gowns, shields, or visors?

- ❑ **Hand sanitizer** – Is this accessible for everyone? How much will be required?
Is a procedure in place for who/when/how to use it?
- ❑ **Alcohol wipes for workstations** – Do staff have the means to clean their keyboards, phones, desks, etc.?
- ❑ **Cleaning equipment for kitchen surfaces and communal areas** – Do employees have the means to contribute to disinfectant efforts where required?
- ❑ **Doors** – Are Safe Pads or handle covers being installed on all doors? Is there a way to keep doors open (without breaking fire regulations)?
- ❑ **Other equipment depending on the business** – e.g. face masks, gloves, shields, visors

Cleaning

- ❑ **Schedule** – How often will your cleaning services provider visit and when are the optimum times? How long will their visits take? Will the space need to be free of staff to carry out thorough cleaning?
- ❑ **Areas** – Which areas need special attention? Do some places need more cleaning than normal? What does the cleaning provider recommend? What hotspots can you highlight specifically related to your workspace?
- ❑ **Equipment** – Do you need to install a sterilisation system (like Hygenikx), use UV lamps, and is the cleaning provider using the most effective technology to ensure COVID-19 security?

Miscellaneous

- ❑ **Track and trace** – Does the business need to take contact details for customers? What's the company procedure if an infected person reports their visit?
- ❑ **Swab tests** – Do you need to regularly test employees for COVID-19? If so, how often and what is the procedure if someone tests positive?
- ❑ **Communication/information** – As well as signage, is there sufficient training and educational resources for staff and visitors to take on board new health and safety measures such as handwashing, social distancing, etc.?
- ❑ **Quarantine/self-isolation procedure** – Who needs to isolate and when? Check the latest government guidelines. Do any customers or visitors need to be informed if they have been in contact with an infected member of staff?