

## Coronavirus return to work checklist

When considering whether or not it is safe for you and your staff to return to work, take a look through our checklist.

Please enter a ✓ or an x against each question.

<b>Employee behaviour</b>	✓
Can your employees practice social distancing measures, keeping 2 metres away from each other?	<input type="checkbox"/>
Are there facilities for employees to wash their hands for 20 seconds with soap and water?	<input type="checkbox"/>
Can social distancing be observed in meetings?	<input type="checkbox"/>
Can employees avoid using multi-touch devices, such as shared computers or security keypads?	<input type="checkbox"/>
<b>Personal Protective Equipment</b>	✓
If employees are expected to wear a face mask, is this provided for them? How will they access it?	<input type="checkbox"/>
Will employees be reimbursed if they have to source their own PPE?	<input type="checkbox"/>
Will gloves be mandatory? Will these be provided by the business?	<input type="checkbox"/>
<b>Employee Communications</b>	✓
Does your team know the COVID-19 symptoms?	<input type="checkbox"/>
Can you advise your team on COVID-19 workplace best practices?	<input type="checkbox"/>
Have employees been given guidance on using PPE?	<input type="checkbox"/>
How will you communicate and discuss the return to work plan?	<input type="checkbox"/>
Have you displayed relevant safety materials and posters to communicate important information?	<input type="checkbox"/>
<b>Cleaning</b>	✓
Will you be carrying out regular cleaning routines?	<input type="checkbox"/>
Can you use cleaning materials listed by health experts that are effective against COVID-19?	<input type="checkbox"/>

Do you have a strong supply of disinfectant chemicals?	<input type="checkbox"/>
Will multi-touch services, such as door handles, be included in cleaning routines?	<input type="checkbox"/>

<b>Facilities, Equipment and Layout</b>	<input checked="" type="checkbox"/>
Are workstations more than 2 metres apart?	<input type="checkbox"/>
Can walls or barriers be used to separate workstations that aren't 2 metres apart?	<input type="checkbox"/>
Have you introduced walkways to discourage congestion?	<input type="checkbox"/>
Do your facilities have air filters that will allow the flow of fresh air?	<input type="checkbox"/>
Does your workplace have automatic doors which could allow the virus to enter unchecked?	<input type="checkbox"/>
Can people in your business use sinks, soap dispensers and paper towel dispensers without touching them/anything?	<input type="checkbox"/>

<b>Policies and Preparedness</b>	<input checked="" type="checkbox"/>
Do you have a handwashing policy?	<input type="checkbox"/>
Do you have a social distancing policy?	<input type="checkbox"/>
Do you have a policy to protect high risk workers, such as sufferers of asthma?	<input type="checkbox"/>
Do you have a policy to deal with colleagues who are showing symptoms of COVID-19?	<input type="checkbox"/>
Do you have a policy which responds to a colleague who has tested positive for COVID-19?	<input type="checkbox"/>
Communicate your opening plan to customers.	<input type="checkbox"/>
Communicate your new ways of working/any policy changes that affect them and their customer experience with you.	<input type="checkbox"/>
Prepare a risk assessment and print off and display the government certificate to show you are complying with guidance on COVID-19.	<input type="checkbox"/>

**Premierline’s coronavirus return to work checklist**

If you have put crosses in any of these boxes, reconsider whether or not you should be reopening your business.

The information and tools contained in this guide are of a general informational nature and should not be relied upon as being suitable for any specific set of circumstances. We have used reasonable endeavours to ensure the accuracy and completeness of the contents but the information and tools do not constitute professional advice and must not be relied upon as such. To the extent permitted by law, we do not accept responsibility for any loss which may arise from reliance on the information or tools in our Knowledge Centre.

This checklist gives general guidance on whether or not you should start to reopen your business and is by no means an exhaustive list of what you need to do to reopen your business.