EXAMPLE **COVID-19** CHECKLIST EMPLATE

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secure	decent
	oute
	TheUNION

General:

COVID-19 operational risk assessment has been completed and all unintended consequences identified. Clear signage throughout the workplace to encourage 2m social distancing and handwashing including entrances and exits.	Clear signage in p the social distancin employees of the attending workpla
 Process and agreed responsibilities in place for enhanced cleaning of all touch points at the beginning of every shift. Cleaning stations in place to enable employees to clean, including visual aids, instructions on use and waste disposal facilities. Process for and location of secure storage and issue of PPE and cleaning products in place and understood. PPE distribution, guidance on use and disposal facilities in place. 	Entering an around the Mark up the areas identify 2m rules t distancing. At busy times (sta entrances held op Handwashing faci entrances and exit Internal pedestrian aisles less than 2m
Access points: Shift start and finish times staggered to reduce worker contact and any bottlenecks. Visitors limited access to workplace site unless essential. All non-essential staff working remotely. Process in place for the management of deliveries to minimise contact with other people whilst loading and unloading. Access to be given to handwashing facilities.	emergency exits an Areas where there people, identify us distancing require

Car parking:

parking areas to maintain ng standard and remind importance of not ace if they are symptomatic.

d moving building:

s using tape to clearly to encourage social

rt and end of shifts) main en if possible.

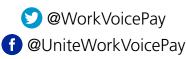
lities or sanitiser provided at ts.

one-way system for any with agreed flow, maintain nd fire doors (closed).

e is likely to be a cluster of sing 2m markings social ments.

fighting for r workplace

https://unitetheunion.org/work-voice-pay/





Sustainment process:

Welfare facilities – toilets, locker rooms, rest areas, canteen:

Provision of an isolation area where any employees showing symptoms can be directed until they are able to leave site.	Compliance to this checklist must be reviewed at least once per week with site leadership, TU team and HSE team.	
Restrict the number of people using the toilet facilities e.g. using an engaged sign.	Signatures:	
Canteens and rest areas - minimise the number of chairs to maintain 2m rule.	Management representative:	
Canteens and rest areas - staggered breaks if needed to reduce the number of people in the area.		
Where limited catering facilities are provided, food to be wrapped and only disposable cutlery provided.	Trade Union representative:	
Offices/meeting areas:		
Desks, floors or signage in place to highlight the importance of social distancing.	Health, Safety and Environmental Professional:	
Rooms labelled to identify max number of people to respect social distancing requirements.		
Minimise the number of meeting rooms available.		

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