Business Safety Solutions
BSS

Workplace Preparation Checklist

Transmission Points

☐ Has the work area been evaluated to identify high-touch surfaces?

☐ Have high-touch surfaces been evaluated to identify if there are ways to substitute or eliminate that item to reduce frequency of touch?

☐ Are high-touch surfaces identified and logged or in some way labeled?

☐ Are disinfectant wipes available near high-touch surfaces?

☐ Have high-touch surfaces been placed on a frequent cleaning and disinfecting schedule?

☐ Are trash and recycling collected in no-touch receptacles in a central location?

Social Distancing

☐ Are desks and workstations spaced to maintain a 2 metre distance?

☐ Are there visual markings to identify a 2 metre radius around desks and workstations?

☐ Are there physical shields between desks or workstations, where practical?

☐ Are there procedures to maintain safe distance when walking through the building?

☐ Where possible, are workstations arranged so that individuals do not face each other directly?

☐ Are occupancy limits posted (restrooms, communal areas, conference rooms, break rooms)?

☐ Are extra seats removed from communal areas and rooms to avoid excess occupancy?

☐ Are seats arranged and marked to maintain a 2 metre radius?

Hygiene

☐ Do all employees have access to places where they can wash their hands with soap and water?

☐ Are touchless hand sanitizer dispensers placed in prominent locations in the work area?

☐ Are hand sanitizing dispensers checked regularly and refilled as necessary?

☐ Are tissues available throughout the workplace?

☐ Are cloth/dust face masks available?

☐ Are gloves available?

Coming to and leaving work

☐ Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.

☐ Providing additional parking or facilities such as bike- racks to help people walk, run, or cycle to workwhere possible.

☐ Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.

- Reducing congestion, for example, by having more entry points to the workplace.
- Using markings and introducing one-way flow at entry and exit points.
- Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points
- Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission.
- See https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers on travelling to and from work.

Housekeeping

- Is a frequent cleaning and disinfecting program in place?
- Is a 'clean desk/workstation policy' in place to ensure desks can be cleaned thoroughly?
- Are disinfectant wipes and disposable towels available for employees to clean their personal work areas?
- Are employees discouraged from using other workers' phones, desks, offices, or other work tools and equipment?
- Are disposable covers and disinfecting wipes available for communal workstations, tools, and equipment (if they cannot be eliminated)?

Communication

- Is there signage promoting hand washing, especially in restrooms?
- Is there signage promoting coughing and sneezing etiquette?
- Is there signage that promotes symptom recognition, reporting procedures, and sick leave policy?

Break Rooms/Communal Area

- Are communal food, condiments, and utensils prohibited and removed from the area?
- If food is provided, is it individually wrapped?
- Are disposable placemats provided in eating areas?
- Are unnecessary items like pens, brochures, and magazines removed from the area?

Facilities/Engineering

- Has ventilation system been reviewed to identify if outdoor air can be increased to increase effective dilution ventilation per person?
- Central Air filters are MERV-13 or the highest compatible with the filter rack and edges sealed on filter to limit bypass.
- System running has been increased (if possible 24/7) to maximize dilution and filtration.