



WORKPLACE ASSESSMENT CHECKLIST FOR COVID-19

All workplaces are required to have an appropriate plan on how to deal with the Coronavirus (COVID-19). Appropriate measures in place will decrease the number of infections and potentially save lives. Employers should consider changes within the workplace to reduce overcrowding, such as facilitating remote work, shift work, and perhaps physical layout changes. Such measures may help protect workers from infection.

Every workplace is different; thus, checklist should not be used as a one-size-fits all approach to managing COVID-19 in the workplace. This checklist provides general guidance on how to manage and support workers through COVID-19 related issues.

A) MANAGEMENT COMMITTEE / EMPLOYER	YES	NO
<ul style="list-style-type: none">Is there a COVID-19 Crisis Management Committee in your workplace?		
<ul style="list-style-type: none">Have you identified a focal person to be the main focal point between your workplace and the Ministry of Health?		

B) MANAGEMENT AND PLANS TO CONTROL RISKS AND SUPPORT THE WORKPLACE	YES	NO
<ul style="list-style-type: none">Is there a plan in place in the event that the workplace is exposed to COVID-19		
<ul style="list-style-type: none">Is there an adequate procedure in place for all employees, workers and visitors to report to for the following:-<ul style="list-style-type: none">If there are feeling unwell?Have been potentially exposed to COVID-19;To update their employers on their condition if there are unwell.		
<ul style="list-style-type: none">Are sick employees informed to refrain from work until fully recovered?		



WORKPLACE ASSESSMENT CHECKLIST FOR COVID-19

<ul style="list-style-type: none"> Are there arrangements being made to support physical distancing and limit unnecessary contact within the workplace? For example, arranging for meetings to be held online or via teleconferencing instead of in person. 		
<ul style="list-style-type: none"> Have you given employees accurate information about ways to prevent the spread of infection? This includes but not limited to physical distancing of at least 1 meter (3 feet) as well as cough and sneeze etiquette. 		
<ul style="list-style-type: none"> Have Supervisors been adequately trained on the implications of COVID -19? 		
<ul style="list-style-type: none"> Are information and updates related to COVID-19 in the workplace made available to all workers (e.g. signboard displays, SMS, Intranet & WhatsApp) and translated into different languages for the workforce? 		
<ul style="list-style-type: none"> Are your employees aware of the symptoms of Covid-19 (Cough, high temperature, shortness of breath)? 		
<ul style="list-style-type: none"> Have you made your employees aware of the self-assessment questionnaire at www.healthinfo.gov.bn ? 		
<ul style="list-style-type: none"> Have you informed your employees to keep a list of all their individual contacts each day in the event they are suspected to have been exposed to the COVID-19 virus? 		
<ul style="list-style-type: none"> In case of workplace that involves customer service, are there any measures to create physical distance and limit unnecessary contact between the worker and customer? 		
<ul style="list-style-type: none"> Have you prepared and made available an isolation room in the event of an employee in your workplace is suspected with COVID-19? 		
<ul style="list-style-type: none"> Do you have contingency and Business Continuity Plan (BCP) in your workplace in case your workplace has to be closed down due to a suspected or positive case of COVID-19? 		
<ul style="list-style-type: none"> Do you have temperature checks for employees/visitors at points of entry to office buildings and other establishments? 		



WORKPLACE ASSESSMENT CHECKLIST FOR COVID-19

<ul style="list-style-type: none"> Have employees been informed to refrain from non-essential travel either across borders or locally? 		
---	--	--

C) WORKPLACE CLEANLINESS AND HYGIENE <i>As hand washing is one of the most effective defenses, employers need to make sure that employees have ready access to washing facilities and that those are kept well stocked with soap and (ideally) paper towels. It is imperative that all employees have access to Hand Sanitizer. Facility manager/owner should ensure that public surfaces such as counters, handles, door push bars, push plates, handrails, table surfaces and elevator buttons are regularly disinfected (as per Ministry of Health's Guidelines for Cleaning and Disinfection of General Workplaces During and Infectious Diseases Outbreak of Public Health Concern)</i>	YES	NO
<ul style="list-style-type: none"> Is there enough information in the workplace about safe hygiene practices? 		
<ul style="list-style-type: none"> Do workers have access to hand washing facilities and other products which support good hygiene, such as liquid soap and hand sanitizer? 		
<ul style="list-style-type: none"> Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected? 		
<ul style="list-style-type: none"> Have you alerted all staff members to the hand washing protocols within your workplace? 		
<ul style="list-style-type: none"> Do you have readily available access to Hand Sanitizers for all members of staff? 		
<ul style="list-style-type: none"> Does the Hand Sanitizer contain at least 70 percent alcohol content? 		
<ul style="list-style-type: none"> Are disposable face masks provided for symptomatic employees or visitors? 		



WORKPLACE ASSESSMENT CHECKLIST FOR COVID-19

D) PERSONAL PROTECTIVE EQUIPMENT (PPE) & FIRST AID	YES	NO
<ul style="list-style-type: none"> Have workers been provided with their own individual personal protective equipment (PPE)? For example, disposable face masks and disposable hand gloves 		
<ul style="list-style-type: none"> If PPE or tools need to be shared, are they regularly cleaned and disinfected to an appropriate standard? 		
<ul style="list-style-type: none"> Have first aid kits been restocked and have first aiders been updated on infection protocols? 		

E) EMERGENCY CONTACT DETAILS	YES	NO
<ul style="list-style-type: none"> Have you prepared and made available emergency contact details of all employees, and the sub-contracting employers, in the event that the workplace is to be quarantined or shut down? 		

F) BUSINESS TRAVEL	YES	NO
<ul style="list-style-type: none"> Have you considered or reviewed policies around international and domestic business travel? 		
<ul style="list-style-type: none"> Have you postponed or cancelled scheduled conference or meeting that involve foreign travel or foreign participants? 		
<ul style="list-style-type: none"> Have you considered or reviewed policies around worker transportation and proximity of persons whilst being transported locally e.g. bus service, car-pooling? (physical distancing applies)? 		
<ul style="list-style-type: none"> Have you considered or reviewed policies around workers accommodation and proximity of persons in shared living quarters and with the use of communal facilities such as bathrooms, kitchens, etc.? (physical distancing applies) 		



اوتوريتي كے بھسائے كے سلامتن
كھيچين: دان عالم سكيتر
Safety, Health and Environment
National Authority

WORKPLACE ASSESSMENT CHECKLIST FOR COVID-19

SIGN-OFF	
NAME & SIGNATURE	