CHECKLIST FOR MANAGING CORONAVIRUS IN THE WORKPLACE

- ☐ Assess the risk of exposure in your operations including any overseas workplaces

- ☐ Create a policy on dealing with the virus in your organisation and ensure employees are aware

- ☐ Keep employees updated on what you are doing to ensure their health and safety

- ☐ Stay up to date with Government guidance on self-isolation on return from certain countries

- ☐ Consider bringing employees who are located abroad home

- ☐ Consider stopping overseas business travel and make arrangements for any overseas meetings to be held via Skype etc, or postpone them

- ☐ Send communication to all employees reminding them of good hygiene measures

- ☐ Ensure there are sufficient soap supplies available and consider providing tissues and hand sanitiser to the workforce

- ☐ Speak with those in charge of cleaning the workplace and ask for frequent deep cleans

- ☐ Ask employees to keep you informed of any overseas holiday travel so you can manage their return

- ☐ Remind employees of your annual leave cancellation procedures

- ☐ Consider your response to employees cancelling annual leave plans

- ☐ Keep up to date with any changes to rules on SSP for employees who are confirmed as having the virus or are self-isolating

- ☐ Make sure managers are aware of Coronavirus symptoms so they can spot it quickly

- ☐ Assess whether employees can work from home instead of coming to the workplace

- ☐ Create a work contingency plan in case key members of the workforce are to be absent