



## Coronavirus Covid-19 employee return to workplace checklist

|  | NA | No | Yes |
|--|----|----|-----|
| Have you reviewed your personal health regarding Coronavirus symptoms prior to returning to work?  |    |    |     |
| Have you planned your journey?<br>Can you avoid using public transport by walking or cycling?<br>Can you travel outside peak times?<br>Take care to observe social distancing of 2m on your journey.   |    |    |     |
| If you must use public transport do you have a clean, washable face covering for the journey there and the journey home?<br>Have you considered how you will clean your face coverings?  |    |    |     |
| Have you contacted the person in control of your workplace to confirm arrival time and access arrangements? For example, do they require you to use a specific entrance?<br>Can you ask about staggered start times and other ways to avoid rush hour?         |    |    |     |
| Have you asked about what workplace precautions are already in place that you need to adhere to? For example, contactless payments only, using alternate workstations only.  |    |    |     |
| Have you taken consideration of good, personal hygiene practices in your daily work plan?<br>You should remember to wash hands regularly with soap and water and avoid touching your face.   |    |    |     |
| Have you considered planning your work and what areas of the workplace you need to access?<br>Try having a conversation with your colleagues before you start work so you share awareness of how to keep 2m apart.   |    |    |     |
| Have you considered how you will maintain social distancing keeping at least 2m away from other persons at all times?<br>You can ask your employer to add physical markers if you think more are needed.   |    |    |     |
| Do you work somewhere with confined rooms such a small offices, stock rooms, shared facilities, site cabins, canteens or other enclosed rooms and areas?<br>If yes, consider how to keep 2m distance, work with your employer to consider new ways of working. |    |    |     |
| Can you organise your day so you have sufficient food, water and personal utensils for meals and snacks for the duration of your working day?  |    |    |     |