



# Managing Covid-19 Risk in the Workplace Checklist

Here's our handy checklist to help you keep things running as smoothly as possible during the Coronavirus.

Assess the risk of exposure in your place of work (including any off-site workplaces)
Create a workflow contingency plan (to plan for key members of the workforce being absent)
Make arrangements for face to face meetings to be held online
Try to distance employee's individual workstations to allow for social distancing
Remind staff of annual leave cancellation procedures
Consider producing a workplace QR code for track and trace purposes
Ask employees to keep you informed of their holiday plans so their returns can be managed
Ensure there are sufficient supplies available in the workplace (e.g. sanitiser, tissues, and PPE)
Review your business contingency plan, if there isn't one, consider making one
Make sure all staff are aware of Coronavirus symptoms so they can identify it in the workplace
Avoid large group meetings of over 6 people where possible
Assess who can work from home instead of coming to the workplace
Implement a one-way system and enforce face covering rules in accordance with latest government guidelines
Check whether you have a clause in your employee's contracts that allow for lay off with reduce pay.
Reassure employees and signpost to any services available for mental health support.
If meetings must take place see if you can find a large room so participants can be socially distant
Arrange for more frequent and deeper cleans of workstations

\*This guidance is not extensive and is for general use only, please seek professional advice for how this may apply in more detail to you and your business.