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COVID-19 Return to Work Safely Protocol – Employer Checklist No. 1. Planning and Preparing

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COVID-19 Return to Work Safely Protocol – Employer Checklist No. 1

Planning and Preparing

These checklists have been prepared to help owners and managers to get their business up and running again in a way that will help prevent the spread of Covid-19. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie

No	Control	Yes/No	Action needed
1.	Have you a system in place to keep up to date with the latest advice from Government and to adjust your plans and procedures in line with that advice?		
2.	Have you prepared / revised your business COVID-19 response plan?		
3.	Have you a system in place to provide your workers with information and guidance on the measures you have to put in place to help prevent the spread of the virus and what is expected of them?		
4.	Have you consulted with your workers ¹ on measures, provided a system for workers to raise issues or concerns and to have them responded to?		
5.	Have you identified the control measures you will need to put in place to minimise the risk of workers being exposed to COVID-19? (See Checklist No. 2)		
6.	Have you reviewed and updated your risk assessments and safety statement to take account of any controls to help prevent the spread of COVID-19?		
7.	Have you updated your emergency plans, in particular to take account of physical distancing?		
8.	Have you sent each worker a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? (See template Return-to-Work form)		
9.	Have you sent each worker information on the HSE guidance on people most at-risk and asked them to tell you if they fall into any of these categories?		
10.	Have you assessed who can do their work from home and given them the facility to do so, in particular at-risk or vulnerable workers?		
11.	Have you told workers they must stay at home if sick or if they have any symptoms of COVID-19 and informed them of their entitlements if they are sick or need to quarantine?		
12.	Have you appointed and trained a Worker Representative to help advise workers and to monitor compliance with COVID-19 control measures in the workplace?		
13.	Have you agreed with workers ¹ about any adjustment of staff rosters, organising of teams, breaks etc. needed to reduce the number of people in the workplace at any one time and to maintain physical distancing?		
14.	Have you updated your workplace induction / familiarisation training to include all information relating to COVID-19? (See Checklist No. 3)		
15.	Have you organised to carry out meetings, training and information sessions online or by phone as far as possible?		

¹ and Trade Unions were applicable

16.	Have you identified the activities that involve interacting with customers / visitors and put in place measures to prevent physical contact, as far as possible?		
17.	Have you contacted suppliers and arranged contactless delivery, invoicing and payment?		
18.	Have you stopped all non-essential business / work travel?		
19.	Are the number of workers sharing a vehicle kept to a minimum, are face coverings provided and are workers informed of the need for interior touch points to be cleaned/wiped at the start and end of each shift?		
20.	Have you advised workers to clean their hands before and after using public transport before arriving to work?		
21.	Have you set up workstations, desks and tables to help with physical distancing?		
22.	Have you put in place supports for workers who may be suffering from anxiety or stress and told your staff about these supports?		
	Personal Protective Equipment (PPE)		
23.	Have you identified, selected and sourced the PPE needed for your workers and arranged enough supplies of it?		
24.	Have you arranged to train your workers in the proper fitting, use, removal, cleaning, storing and disposal of PPE?		
25.	Have your first aiders been given updated training on infection prevention and control re hand hygiene and use of face masks?		
26.	If you have mechanical ventilation does it need cleaning or maintenance before the workplace reopens?		
27.	Does your hot water system need flushing at outlets e.g. showers, backwashes etc. following low usage to prevent Legionnaire's Disease?		
28.	Have you lifting or other equipment (e.g. lifts, forklifts, tail-lifts, autoclaves, etc.) due a statutory examination and have you arranged for a competent person to do this before the workplace reopens? (See HSA FAQ's)		
29.	Has this competent person provided you with details of how they plan to do this task safely and what they require from you to do so?		
30.	Have you visually checked, or had someone check, all vehicles and equipment in the workplace for signs of deterioration or damage before workers use it again?		
31.	Has the workplace, including all equipment, workstations, benches, doors and frequent touched surfaces points, been thoroughly cleaned?		
	Additional Information		

Name.....Signature.....Date.....

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