

COVID-19

Back to Office

CHECKLIST

For Employers



These checklists have been prepared to help employers, business owners and managers to get their business up and running again in a way that will help prevent the spread of Covid-19. The Returning to the Office checklist will help you to prepare for the return of workers to the office, and its continued safe operation.

No.	Control	✓Yes	No	Action Required
Preparing for re-opening the office: The office building				
1	Have you reviewed and updated your safety statement? Have existing risk assessments been reviewed to take into account new work methods, including new or updated control measures, where required?			
2	Are existing safety, health and welfare legislation, fire safety, building regulations and food safety regulations continuing to be complied with?			
3	Where meetings, events or training are planned, will there be a continued focus on hand and respiratory etiquette and adequate ventilation?			
4	Is cleaning carried out at regular intervals? Has a system of thorough and regular cleaning of frequently touched surfaces been organized, e.g., door handles, coffee machines, vending machines, photocopier buttons, intercom system etc.? Note: If disinfection is required this must be carried out in addition to cleaning, and never as a substitute for cleaning.			

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5	Will hand sanitizer continue to be available at entry/exit points, and checked and replenished when required? Note: Where alcohol-based hand sanitizer is used it must have a minimum alcohol content of 60%, and be stored safely.			
6	Are appropriate measures in place to ensure the workplace is ventilated?			
7	Are COVID-19 posters displayed in key areas of the workplace, e.g., entry/exit points, canteen, general office area, and staff notice boards?			
Preparing for re-opening the office: Employers				
8	Do you have a system in place to keep up to date with the latest COVID-19 advice from the Government and to pass that advice on to the employees?			
9	Have employees been provided with a briefing on COVID-19 infection prevention and control (IPC) measures?			
10	Have you provided information and advice to workers on hand hygiene, respiratory etiquette, and the importance of good ventilation?			
11	For meetings, events or training is hand and respiratory etiquette and adequate ventilation in place?			
12	Is there a system in place for keeping attendance information? Note: you may need to provide attendance information of workers and visitors, as appropriate, in the event the local Department of Public Health has to investigate an outbreak.			
Isolation procedures:				
13	Have you informed workers if they have signs and symptoms of COVID-19 to stay at home from work, self-isolate and get tested?			
14	Have you informed workers to stay at home from work if they test positive for COVID-19, and to follow Public Health advice with regard to their test result (PCR or Antigen)?			

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15	Has an isolation area(s) been identified and sign-posted in advance, for dealing with a suspected case(s) of COVID-19 in the office? Is there a COVID-19 response manager and team in place to deal with such cases?			
16	Is the designated isolation area(s) away from the main office, and behind a closed door away from workers and others?			
17	Are necessary items provided in the isolation area, e.g., PPE, medical grade or respirator mask, tissues, handsanitizer, disinfectant and/or wipes, waste bin/bags?			
18	Is there a system in place for managing waste disposal, in particular COVID-19 contaminated or suspected COVID-19 contaminated waste?			

Canteen and welfare facilities:

19	Are frequently touched surfaces in the canteen cleaned regularly and thoroughly e.g., door handles, fridge door, kettle, taps, etc.?			
20	Have workers been advised not to share utensils, cups, food, drinks etc.?			
21	Are toilets and handwashing facilities cleaned regularly, paper towels provided, and a system in place for checking and replenishing stocks?			

Travelling to, from or for work:

22	Have you advised workers travelling on public transport to and from work that they must wear a face mask/covering and to wash their hands with soap and water or hand sanitizer after being on public transport?			
23	If using their personal cars for work, have you advised workers that they should consider wearing a face mask/covering? Have you advised them to partially open car windows on opposite sides to improve ventilation, and not to set ventilation systems to recirculate air, which could spread the virus?			
24	Have you advised workers they should wash their hands or use hand sanitizer before entering or leaving the office?			

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Visitors and contractors to the office:				
25	Are measures in place for visitors or contractors to the office?			
26	Where essential maintenance work is required could this be reasonably done out of office hours, to minimize contact with other workers?			
Additional Information				

Name: _____ Signature: _____ Date: _____

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