



COVID-19 Checklist for Businesses

Plan, Prepare, Prevent

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| 1 | <p>Area: Office</p> <p>Checkpoint: Are all offices sanitized daily?</p> <p>Recurrence: Daily</p> <p>Description: Are all surfaces, employee usage areas completely cleaned as per WHO guidelines?</p> |  |
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| 2 | <p>Area: Office</p> <p>Checkpoint: Hourly cleaning of all washrooms, surfaces, commonly touched objects thoroughly?</p> <p>Recurrence: Daily</p> <p>Description: Increased frequency of cleaning of all washrooms to 30 mins. Surfaces & Objects (desks and tables, door handles, telephones) are being wiped with disinfectant regularly.</p> |  |
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| 3 | <p>Area: Office</p> <p>Checkpoint: Availability of liquid hand wash and alcohol-based sanitizers.</p> <p>Recurrence: Daily</p> <p>Description: Liquid hand-wash at washrooms, hand sanitizers & face masks at reception are available for all to use.</p> |  |
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| 4 | <p>Area: Office</p> <p>Checkpoint: Availability of recommended masks as prescribed.</p> <p>Recurrence: Daily</p> <p>Description: Make available recommended masks if possible, in the office premises for employees who might show symptoms of the infection.</p> |  |
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| 5 | <p>Area: Office</p> <p>Checkpoint: Availability of hygienic disposal measures such as designated dustbins.</p> <p>Recurrence: Daily</p> <p>Description: Further, designated dustbins for hygienic disposal of face masks are placed on each floor across offices.</p> |  |
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| 6 | <p>Area: Office</p> <p>Checkpoint: Have you disabled biometric devices for entry and exit points?</p> <p>Recurrence: Daily</p> <p>Description: Disable biometric devices which might lead to multiple people touching the same spot frequently.</p> |  |
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| 7 | <p>Area: Employee</p> <p>Checkpoint: Effective communication is sent/displayed.</p> <p>Recurrence: Weekly</p> <p>Description: Prevention contracting the disease and precautionary measures to be adopted by individual employees/visitors.</p> |  |



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Area: Employee

Checkpoint: Daily random screening off employees/visitors in all office premises.

Recurrence: Daily

Description: Temperature reading of employees and visitors are being checked across offices.



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Area: Employee

Checkpoint: Availability and uptime of helpline number for all employees.

Recurrence: Daily

Description: Ensure there is helpline number that employees can reach out to if they need any help.



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Area: Employee

Checkpoint: Collect self-declaration from employees travelled from affected countries

Recurrence: Weekly

Description: Create a self declaration format which employees should fill if they have travelled in the recent past.



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Area: Organisation

Checkpoint: Is there a standing committee to implement preventive measures and controls?

Recurrence: Once

Description: Constitute a committee that can monitor the situation from a high level both at the organization level and country level.



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Area: Organisation

Checkpoint: Do you have Emergency Response Team trained and available?

Recurrence: Once

Description: Prepare and keep the ERT team ready in case of eventualities that might occur, such as evacuating a building etc.



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Area: Organisation

Checkpoint: Have you disallowed non-essential domestic and international travel?

Recurrence: Once

Description: Communicate to all employees the need to avoid all non-essential travel unless its mission critical.



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Area: Organisation

Checkpoint: Have you enforced quarantine for employees arriving affected county?

Recurrence: Once

Description: Allow work-from-home or home quarantine for employees who have arrived from effected areas.



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Area: Organisation

Checkpoint: Have you cancelled all mass gatherings within or outside the office premises?

Recurrence: Once

Description: Prohibition of team outings, town halls, team lunch, team dinner etc. to avoid mass gatherings.





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Area: Organisation

Checkpoint: Online software availability for employees to operate from home?

Recurrence: Once

Description: A robust tool such as hangouts, zoom, Microsoft teams, WebEx, sococo etc. to enable employees to be able to login from their home and continue to deliver work without disruption.



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Area: Organisation

Checkpoint: Do you have policy to allow employees to work from home?

Recurrence: Once

Description: Ensure there is a policy that chalks out the conditions of work from home to avoid loss of productivity and speculation on compensation, leave etc.



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Area: Organisation

Checkpoint: Are employees equipped with necessary hardware to work from home?

Recurrence: Once

Description: Provide wherever required laptops or mobility enabled hardware which employees can use to deliver work in an efficient manner.



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Area: Organisation

Checkpoint: Have you provided a list of hospitals with numbers to seek medical assistance if required?

Recurrence: Once

Description: Provide basic information and a list of hospitals in the vicinity of your office for employees to seek medical assistance quickly if needed.



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Area: Organisation

Checkpoint: Are the Office Medical Desk trained to handle emergency procedure?

Recurrence: Once

Description: Ensure the people operating the Medical Desk out of the office are equipped or trained to handle emergency procedures and protocols.

