



# COVID-19 Checklist for Businesses

## Plan, Prepare, Prevent

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

