

Covid-19 Checklist – Offices

Name of Business:

Topic	Comments
Staff	
Have all staff been asked if they have had known contact with a confirmed case being identified before coming into office?	
Any staff member living with someone who is self-isolating or waiting a COVID-19 test? Such persons must restrict their movements for 14 days and so must not come to work as they may infect others though asymptomatic themselves.	
Any employees who are in at-risk group? i.e. those over 70 years of age and those who are extremely medically vulnerable to COVID-19? They must stay inside and isolate as much as possible and not attend work.	
Are staff aware that if they show any symptoms of the virus, (fever (temperature), cough, shortness of breath, breathing difficulties) they must now come to work?	
<p>Do staff wash their hands-on arrival in the morning or having been out of office, before taking up position at desk, to ensure that they are not carrying the virus into the office?</p> <p>Overall examples of when handwashing should occur:</p> <ul style="list-style-type: none"> • After coughing or sneezing. • Before and after eating. • Before and after preparing food. • If in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing). • Before and after being on public transport if you must use it. • Before and after being in a crowd (especially an indoor crowd). • When you arrive and leave buildings including your home or anyone else’s home. • Before having a cigarette or vaping. • If your hands are dirty. • After toilet use. 	
Do staff use their own cups and drinking bottles?	
Are posters in place to outline cough etiquette as prescribed by the HSE?	
Can staff keep personal items (clothing, bags, lunch boxes etc.) separate?	

Social Distancing	
Has all potential for working from home been explored?	
Has all potential for use of IT software to support online meetings both in and out of the office being explored?	
<p>Meetings – Are ground rules in place such as:</p> <ul style="list-style-type: none"> • Meetings which participants must attend are only 'absolutely necessary'. • Attendees should be 2m apart from each other. • Rooms should be well ventilated/windows open to allow fresh air circulation. • Consideration to be given to hold meetings in open areas where possible. 	
Have all desk positions and/or staff been relocated to be ensure that there is always a social distance of 2m	
<p>Have all office duties been reviewed to ensure that staff are not required to spend time within a 2m distance of one another?</p> <ul style="list-style-type: none"> • Working on same document. • Filing. • Signing of documents. • Other. 	
Are posters of 2m spacing in place to clearly demonstrate social distancing?	
Canteen / Meal Breaks - Are breaks staggered to minimise the risk of close contact?	
Have staff the option of eating at their own desk?	
Are there adequate toilets to restrict the number of people using toilet facilities at any one time?	
Are staff made aware of need for one person at a time to use facilities to avoid close contact in doorway and handwashing area?	
Travelling to work - Single occupancy of vehicles is preferable. Where not possible, occupants sit as far apart as the vehicle allows.	

Equipment including minor items such as pens, copier, printer, etc.	
Staff do not share items of equipment such as pens, keyboards, desks, chairs, etc.	
Desks are kept tidy so they can be easily cleaned on an ongoing basis. Should be wiped before and after consumption of food.	
Are all keyboards and other equipment with keypads such as printers, doors, etc wiped down after use?	
Has consideration been given to just one person using some machines such as copier each day?	
Can doors be kept open where possible to reduce persons having to touch door handles etc. i.e. can use full body to push door open?	

Cleaning Procedure	
Are there adequate handwashing facilities for all staff including hand sanitisers?	
<p>Is a daily cleaning procedure in place ensuring that all frequently touched objects and surfaces/ contact points, (examples of potential contact points are listed below and are surfaces on which the virus may be deposited by hand contact and from which the virus can be transmitted onwards by hand contact) regularly cleaned and disinfected?</p> <p>Note: Wiping or cleaning down of contact points should be done using antibacterial wipes or a wet cloth with soap application, or equivalent.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Potential Contact points. • Taps and washing facilities. • Toilet flush and seats. • Door handles and push plates. • Handrails on staircases and corridors. • Lift and hoist controls. • Equipment controls. • Food preparation and eating surfaces. • Communications equipment. • Keyboards, photocopiers and other office equipment. • Handling and opening incoming post. • Rubbish collection and storage. 	
Can one increase the cleaning regimes including a wipe down with disinfectant on door handles, stair rails etc. at regular intervals throughout the day?	

Other	
Are arrangements in place to facilitate contactless card payments wherever possible? .	
<p>Have insurers been made aware that the office is working during this time?</p> <p>Insurers may require that arrangements are in place to safeguard staff due to risk of future risk of claims from staff from contracting Covid-19.</p>	

Note: This checklist is not exhaustive and individual offices may be able to put have additional measures in place.

Name:

Signed:

Date: