



# Employee Checklist:

## Returning to the Workplace in Victoria

Ref	Description	Yes	No
1	Ensure compliance with control measures implemented to control infection in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
2	If you are a first aider or OHS Officer, ensure you comply with the National COVID-19 Safe Workplace Principles and Victoria's COVIDSafe principles as communicated by your Employer.	<input type="checkbox"/>	<input type="checkbox"/>
3	Wear a properly fitted mask as per current directions.		
4	Ensure frequent hand washing, properly covering coughs and sneezes and refraining from touching your face.	<input type="checkbox"/>	<input type="checkbox"/>
5	Limit contact with others – no shaking hands. No touching objects unnecessarily.	<input type="checkbox"/>	<input type="checkbox"/>
6	Comply with all social distancing requirements in the workplace including keeping at least 1.5 metres from others.	<input type="checkbox"/>	<input type="checkbox"/>
7	Clean personal property that comes to work such as sunglasses, mobile phones and iPads with disinfectant, such as disinfectant wipes.	<input type="checkbox"/>	<input type="checkbox"/>
8	Conduct phone/email/virtual meetings instead of in- person meetings where possible. Where virtual meetings are not possible, limit meetings and apply density quotient.	<input type="checkbox"/>	<input type="checkbox"/>
9	Self-monitor for signs and symptoms of COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>
10	Advise your employer if you are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>
11	Stay home if you are sick. You should stay home and get tested even if you only have mild symptoms. Remain at home while you wait for your results.	<input type="checkbox"/>	<input type="checkbox"/>
12	Inform your employer if you work at other jobs or other job sites.		
13	Comply with all company policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
14	Participate in training as directed by your employer to help manage the risk of COVID-19 spreading in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
15	Install the COVIDSafe App.	<input type="checkbox"/>	<input type="checkbox"/>
16	Stay informed on COVID-19 government updates.	<input type="checkbox"/>	<input type="checkbox"/>
17	Openly communicate with your manager or HR about any concerns or assistance needed.	<input type="checkbox"/>	<input type="checkbox"/>
18	Ensure flexibility – be ready to modify or amend business practice as needed.	<input type="checkbox"/>	<input type="checkbox"/>