



## Employee Checklist: Returning to the Workplace

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 National COVID-19 Safe Workplace Principles as communicated by your Employer.	<input type="checkbox"/>	<input type="checkbox"/>
3	Ensure frequent hand washing, properly covering coughs and sneezes and refraining from touching your face.	<input type="checkbox"/>	<input type="checkbox"/>
4	Limit contact with others – no shaking hands or touching objects unless necessary.	<input type="checkbox"/>	<input type="checkbox"/>
5	Comply with all social distancing requirements in the workplace including keeping at least 1.5 metre distance between everyone at the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
6	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"/>
7	Conduct phone/email/virtual meetings instead of in-person meetings, even when in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
8	Where virtual meetings are not possible, limit meetings to no more than 10 individuals, provided appropriate spacing is possible.	<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	Ensure you stay home if you are sick, and if you are displaying symptoms of COVID-19 call the National Coronavirus Hotline (1800 020 080).	<input type="checkbox"/>	<input type="checkbox"/>
12	Comply with all company policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
13	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"/>
14	Install the COVIDSafe App.	<input type="checkbox"/>	<input type="checkbox"/>
15	Stay informed on COVID-19 government updates.	<input type="checkbox"/>	<input type="checkbox"/>
16	Openly communicate with your manager or HR about any concerns or assistance needed.	<input type="checkbox"/>	<input type="checkbox"/>
17	Ensure flexibility – be ready to modify or amend business practice as needed.	<input type="checkbox"/>	<input type="checkbox"/>