



Employer Checklist: Returning to the Workplace

Ref	Description	Yes	No
1	Conduct a risk assessment of the workplace and implement updated control measures prior to restart.	<input type="checkbox"/>	<input type="checkbox"/>
2	Determine and communicate obligations of first aiders and OHS Officers in accordance with National COVID-19 Safe Workplace Principles.	<input type="checkbox"/>	<input type="checkbox"/>
3	Ensure that the workplace is thoroughly cleaned and disinfected prior to restart.	<input type="checkbox"/>	<input type="checkbox"/>
4	Have hand sanitiser stations at entry and exit points and around the workplace including meeting rooms and break rooms.	<input type="checkbox"/>	<input type="checkbox"/>
5	Ensure bathrooms are well stocked with hand wash and paper towel.	<input type="checkbox"/>	<input type="checkbox"/>
6	Ensure thorough cleaning of shared surfaces throughout the workplace including break rooms, meeting rooms and bathrooms at least once every 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>
7	Train employees on frequent hand washing, properly covering coughs and sneezes and refraining from touching their face and touching others.	<input type="checkbox"/>	<input type="checkbox"/>
8	Post internal signage that can be used to alert or remind employees about guidelines and expectations and responsibilities for hand washing, personal hygiene, limiting contact with others.	<input type="checkbox"/>	<input type="checkbox"/>
9	Where possible, ensure workstations, desks and tables are 1.5 metres apart to comply with social distancing.	<input type="checkbox"/>	<input type="checkbox"/>
10	Stagger breaks and lunch schedules. Offering lunch breaks in vehicles instead of shared cafeterias or break rooms.	<input type="checkbox"/>	<input type="checkbox"/>
11	Conduct phone/email/virtual meetings instead of in-person meetings where possible whilst in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
12	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"/>
13	Provide social distancing markers on floor in areas where visitors line up or where workers perform tasks.	<input type="checkbox"/>	<input type="checkbox"/>
14	Post external signs on doors alerting visitors to restrictions on entry and movement in and around the workplace as well as any applicable guidelines and expectations.	<input type="checkbox"/>	<input type="checkbox"/>
15	Put up signs about symptoms of COVID-19 in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
16	Create a master schedule for all employees that shows when people may come in contact with others; use this for contact tracing in the event of a confirmed or suspected COVID-19 exposure.	<input type="checkbox"/>	<input type="checkbox"/>



17	Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the National Coronavirus Hotline (1800 020 080).	<input type="checkbox"/>	<input type="checkbox"/>
18	Instruct workers to tell you if they 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"/>
19	Determine what prevention and control measures to implement to control infection, such as temperature checking and/or providing personal protective equipment.	<input type="checkbox"/>	<input type="checkbox"/>
20	Encourage staff to install the COVIDSafe App.	<input type="checkbox"/>	<input type="checkbox"/>
21	Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
22	Consider what you would do if one of your staff is confirmed to have COVID-19 including how you will support that worker and what you would do to keep your other workers safe (ensure compliance with privacy and EEO policy).	<input type="checkbox"/>	<input type="checkbox"/>
23	Update Company policies and procedures to address new workplace issues as a result of COVID-19 and communicate the changes to your staff. For example, leave entitlements and flexible working arrangements.	<input type="checkbox"/>	<input type="checkbox"/>
24	Stay informed on COVID-19 government updates and provide staff with regular updates and seek feedback on issues around returning to work.	<input type="checkbox"/>	<input type="checkbox"/>
25	Provide direction and training to staff on things they need to do to help manage the risk to COVID-19 spreading in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
26	Routinely check in with staff to see if they are ok and provide access to Employee Assistance Program should they require.	<input type="checkbox"/>	<input type="checkbox"/>