

Checklist for managing coronavirus in the workplace

- Assess the risk of exposure in your operations
- Create a policy on dealing with the virus in your organisation and ensure employees are aware
- Keep employees updated on what you are doing to ensure their health and safety
- Stay up to date with Government guidance on what countries are higher risk for travel and for work health and safety information
- Consider stopping overseas business travel and make arrangements for any overseas meetings to be held via Skype etc, or postpone them
- Send communication to all employees reminding them of good hygiene measures
- Ensure there are sufficient soap supplies available and consider providing tissues and hand sanitiser to the workforce
- Speak with those in charge of cleaning the workplace and ask for frequent deep cleans
- Ask employees to keep you informed of any overseas holiday travel so you can manage their return
- Remind employees of your annual leave cancellation procedures
- Consider your response to employees cancelling annual leave plans
- Review the Coronavirus Guide for Business Owners to help you assess the risk to your business, leave and payment options
- Make sure managers are aware of Coronavirus symptoms, HSW procedures, the need for confidentiality for employees affected and options for leave
- Assess whether employees can work from home instead of coming to the workplace and begin to prepare for this in case it becomes necessary
- Create a work contingency plan in case key members of the workforce are to be absent