

PREPAREDNESS CHECKLIST

These checklists have been prepared to help faculty members, managers and staff to get their department up and running again in a way that will help prevent the spread of COVID-19. By putting in place control measures, you can help to protect your workers and stakeholders.

No.	Controls	Yes	No	Action Required
	Retrofitting and operating in existing spaces for COVID-19			
1.	Are there enough hand-washing and hand-sanitizing stations in place to accommodate staff, visitors/ customers in adherence to hand hygiene measures?			
2.	Are hand-washing and hand-sanitizing facilities in convenient locations that can be easily and frequently accessed? Have you considered: <ul style="list-style-type: none"> All entry points High traffic areas The need for some workers to wash their hands before, during and after a work task The distance workers are from hand-washing/ hand-sanitizing facilities including washrooms/ bathrooms The number of workers and any shift arrangements 			
3.	Have you made arrangements to ensure hand hygiene facilities are regularly checked and stocked e.g. running water, soap dispensers, paper towels, bins and hand sanitizer dispensers (where in installed).			
4.	Have you shown staff how to use hand sanitizers correctly and the location of hand-sanitizing stations?			
5.	Have you provided facilities for outdoor staff to frequently practice proper/correct hand hygiene?			
6.	Have you provided hand sanitizer for use in work vehicles?			
7.	Is there a system in place to regularly empty bins so they don't overflow?			
	Physical Distancing – staying 2 metres apart			
8.	Have you looked at how you can change the layout of your work space to allow for physical distancing?			
9.	Do you have a system in place that would regularly remind staff to stay 2 metres apart?			

APPENDIX 9

No.	Controls	Yes	No	Action Required
10.	Have you identified the activities that involve interaction with customers, visitors and others and put in place measures to help prevent contact and to ensure physical distancing, as far as possible?			
11.	Can you rearrange working times and shifts to minimize the number of people at work at the same time?			
12.	Can you rearrange break areas and times to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks, etc.)			
13.	Can you organize staff, who consistently work and take breaks together, into teams?			
14.	If it is not possible to maintain physical distancing in the canteen, lunchrooms or kitchenettes, have you considered making alternative arrangements?			
15.	Can you provide a one-way system for entering and exiting the workplace?			
16.	Have you implemented physical distancing for outdoor work activities?			
17.	Have you put floor markings in place to remind everyone in the workplace of the 2 metre physical distance required?			
18.	<p>Have you reduced the number of people working in enclosed spaces by: seems like a prescription to reduce staff complement!!!</p> <ul style="list-style-type: none"> • Facilitating working from home? • Reducing the number of work tasks? • Postponing non-essential work? • Modifying work tasks? 			
19.	<p>If it is not possible to ensure a 2-metre physical distance between workers, have you put in place alternative measures, i.e.:</p> <ul style="list-style-type: none"> • Installing physical barriers, such as clear plastic sneeze guards between workers • Minimizing close contact with staff members • Providing hand-washing or hand-sanitizing aids nearby, so that hands can be cleaned as soon as tasks are complete 			

APPENDIX 9

No.	Controls	Yes	No	Action Required
	<ul style="list-style-type: none"> Making face masks available to specific members of staff in keeping with these Guidelines. 			
20.	Have you staggered entry into the workplace including the entry of customers or clients?			
	Minimizing Contact			
21.	Have you minimized the need for staff to gather for meetings and interactions e.g. by making available technology for online or phone meetings?			
22.	If staff have to meet, have you made sure they meet in a large enough space where physical distancing can be done and for as short a time as possible?			
23.	Have you told staff to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact?			
24.	Have you enabled at-risk staff to maintain a physical distance of 2 metres?			
	Changes to Work Practices			
25.	Have you considered other changes to work practices to minimize the spread of COVID-19?			
26.	Have you arranged for safe delivery of goods to the workplace?			
	Visiting Contractors / Workers			
27.	Are there arrangements in place to inform other workers, contractors or visitors of the workplace measures to help prevent the spread of infection?			
28.	Is there a system for recording visits to the site / workplace by workers and others, as well as visits by workers to other sites? (i.e. COVID-19 Contact log)			
	Additional Information			

Faculty/Department: _____

Name: _____

Signature: _____

Date: _____