

	<h2 style="text-align: center;">COVID-19: Return to Work Safely Protocol Checklist</h2>	CFS 079	Issue No: 01
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The Context:

The Government issued a Return to Work Safely Protocol: COVID-19 Specific National Protocol for Employers and Workers. This Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will help prevent the spread of COVID-19 in the workplace, when the economy begins to slowly open up, following the temporary closure of most businesses during the worst phase of the current pandemic. Compliance with the Return to Work Safely Protocol not only involves significant organisational and work changes, it also requires employers and workers to adopt a shared approach to implement the measures contained in this protocol in their place of work. This checklist has been developed to assist organisations to address the key process and activities required by the Return to Work Safely Protocol.

COVID-19 Return to Work Safely Protocol Implementation Checklist

Name of Organisation	Type of Activity	
Are you up to date with the latest general COVID-19 requirements and the specific COVID-19 requirements that applies to your industry?		Yes <input type="checkbox"/> No <input type="checkbox"/>
COVID-19 Work Safely Protocol in place which details the company arrangements for managing COVID-19 and copies given to all staff.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you consulted with your workers in relation to the COVID-19 measures being applied in your workplace?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Workplace set up to maintain Social Distancing of 2m and may require reducing occupancy levels, rearranging rosters, etc.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Where social distancing cannot be maintained, appropriate controls are implemented by the use of PPE +/- or protective screening are in place.		Yes <input type="checkbox"/> No <input type="checkbox"/>
The use of work vehicles has been reviewed to ensure appropriate social distancing arrangements, and this is communicated to relevant staff.		Yes <input type="checkbox"/> No <input type="checkbox"/>
For client interaction, are appropriate arrangements in place, i.e. queuing markers, protective screens, limit numbers allowed in at a time, etc.		Yes <input type="checkbox"/> No <input type="checkbox"/>
For client interactions, have you informed them or provided information for them on the COVID-19 arrangements that are in place.		Yes <input type="checkbox"/> No <input type="checkbox"/>
For contractors, have you arrangements in place to validate their COVID-19 compliance and inform them of your COVID-19 arrangements.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you looked at reducing business travel, rearranging rosters, working from home, adjusting break times to reduce interactions?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have water systems been flushed out at outlets, i.e. taps, toilets, showers, etc., to prevent legionella disease?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Has all equipment been checked, and where required inspected and tested by a competent person, prior to its use following the shutdown?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Hand Hygiene stations (complete with sign) placed in key positions - Entry/exit point, exit from WC lobby, high traffic areas, etc.		Yes <input type="checkbox"/> No <input type="checkbox"/>
COVID-19 Signage is in place to include HSE posters, 2M distance signage, Hand Washing Signs, etc. Note: Use HSE colour format.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Ensure availability of tissues, sanitisation gel and wipes in specific areas like reception and at workstations.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Appropriate PPE is in place, and where masks are used as part of the work process appropriate training given.		Yes <input type="checkbox"/> No <input type="checkbox"/>
COVID-19 Lead Compliance Officer trained and in place. They are responsible for ensuring that the COVID-19 arrangements are implemented.		Yes <input type="checkbox"/> No <input type="checkbox"/>
COVID-19 Additional Compliance Officers trained and in place. They are in place to both deputise and support the Lead Compliance Officer.		Yes <input type="checkbox"/> No <input type="checkbox"/>
COVID-19 Workers Representative trained and in place. They are in place to represent the views of the workers.		Yes <input type="checkbox"/> No <input type="checkbox"/>
COVID-19 emergency measures in place to include an isolation room, a procedure, additional first aid items, First Aiders COVID-19 trained, etc.		Yes <input type="checkbox"/> No <input type="checkbox"/>
First Aid Responders skills updated for COVID-19 so as to reduce the risk to them and their patient in the event of a medical or trauma incident.		Yes <input type="checkbox"/> No <input type="checkbox"/>
COVID-19 Self Declaration Form given to all staff which is to be completed 3 days in advance of returning to work, and reviewed.		Yes <input type="checkbox"/> No <input type="checkbox"/>
COVID-19 Risk Assessment completed for staff that are classified by the HSE as High Risk to establish if it is safe for them to return to work.		Yes <input type="checkbox"/> No <input type="checkbox"/>
COVID-19 Work Safely Induction with staff to inform them of the COVID-19 arrangements that are in place and their COVID-19 responsibilities.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Hand Hygiene Training for Staff to ensure that they are aware of the correct process for sanitising their hands using soap & water or hand gel.		Yes <input type="checkbox"/> No <input type="checkbox"/>
A process in place for monitoring compliance with COVID-19 safety measures and addressing any identified non-compliance.		Yes <input type="checkbox"/> No <input type="checkbox"/>
A systematic cleaning and sanitising process in place to ensure that contact points sanitised twice per day as well as general cleaning.		Yes <input type="checkbox"/> No <input type="checkbox"/>
A systematic waste management process is in place, including the use of non-contact bins or bin liners and that bins are emptied daily.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Logs in place to assist HSE with contact tracing to establish if individuals were exposed to individuals with or suspected of having COVID-19.		Yes <input type="checkbox"/> No <input type="checkbox"/>
COVID-19 Information updates in the form of bulletins, safety talks, safety notices, etc., in order to keep everyone informed and up to date.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Wellbeing supports available to support workers that may feeling anxious or stressed as a result of COVID-19 related issues.		Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: The information contained in this guidance is for educational purposes only and is non-exhaustive

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