

Managing coronavirus in the workplace: checklist

During times of uncertainty, it's vital that employers continue to fulfill their duty of care and take practical measures to protect the health and wellbeing of their employees. Follow this checklist as a guide to support you in managing coronavirus (COVID-19) in the workplace.

- 1 Minimise the risk of exposure—especially for high-risk workers
- 2 Put together a clear policy on dealing with the virus, and communicate this clearly to employees
- 3 Keep employees informed and updated—make sure they know what you're doing to keep them safe
- 4 Stay abreast of government updates via the official channels
- 5 Consider any employees who are abroad—do they need assistance getting home?
- 6 Make arrangements for overseas and offsite meetings to be held via conference call
- 7 Ensure your workplace is well stocked with soap, tissue and if possible hand sanitiser
- 8 Make sure the work environment is subject to frequent deep cleans
- 9 Remind employees of your annual leave cancellation procedures
- 10 Make sure your managers are familiar with the symptoms—a high temperature, and a new, continuous cough—and can spot them in staff
- 11 Assess whether employees can work from home, and assess who is most at-risk
- 12 Create a contingency plan in case key workers will be absent

To find out more visit:
[Our employer COVID-19 FAQ page](#)