COVID-19 Workplace Safety Checklist

Safety & Compliance

DATE	CHECKED BY	LOCATION
____ / ____ / _____		

HAND HYGIENE

Hand sanitiser at all entrances ☐ Stocked ☐ Low ☐ Empty

Soap at all sinks ☐ Stocked ☐ Low

Paper towels or hand dryers working ☐ Yes ☐ Restock

Hand hygiene signage posted ☐ Yes ☐ Missing

VENTILATION

HVAC system running with maximum fresh air ☐ Yes ☐ Adjusted ☐ N/A

Windows opened where possible ☐ Yes ☐ Not Possible

Air filters clean and appropriate grade ☐ Yes ☐ Replace

Portable air purifiers deployed (high-risk areas) ☐ Yes ☐ N/A

PHYSICAL DISTANCING

Floor markings in queuing areas ☐ In Place ☐ Needed ☐ N/A

Seating arrangements allow spacing ☐ Yes ☐ Adjust ☐ N/A

Occupancy limits posted where needed ☐ Yes ☐ Post ☐ N/A

Screens / barriers at service counters ☐ In Place ☐ Needed ☐ N/A

CLEANING & DISINFECTION

High-touch surfaces cleaned frequently ☐ Yes ☐ Schedule Needed

	STOCKED	LOW
Cleaning supplies stocked	○	○
Disinfectant wipes available for shared equipment	○	○

Restrooms cleaned on increased schedule ☐ Yes ☐ Implement

ILLNESS MANAGEMENT

Staff know to stay home if symptomatic ☐ Yes ☐ Remind

Sick leave policy supports staying home ☐ Yes ☐ Review

Process for reporting illness to manager ☐ Yes ☐ Communicate

Isolation area available if someone becomes ill on site ☐ Yes ☐ Identify

Masks available for symptomatic individuals ☐ Stocked ☐ Order

COMMUNICATION

Current guidance communicated to all staff ☐ Yes ☐ Update Needed

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Signage visible for customers / visitors ☐ Yes ☐ Post

Checked by (signature) _____

Notes

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