

COVID-19 Good Practice Checklist

Returning to the Office

These checklists have been prepared to help employers, business owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. The Returning to the Office checklist will help you to prepare for the return of workers to the office, and its continued safe operation.

Further information can be found at gov.ie, hse.ie, hpsc.ie and hsa.ie.

No.	Control	✓Yes	✓No	Action Required
	Preparing for re-opening the office: The office building			
1	Have you reviewed and updated your safety statement? Have existing risk assessments been reviewed to take into account new work methods, including new or updated control measures, where required? Are existing safety, health and welfare legislation, fire safety, building regulations and food safety regulations continuing to be complied with?			
2	Have you reviewed your COVID-19 Response Plan, and updated it in line with updated Public Health advice and the Transitional Protocol ? See Response Plan Template .			
3	Do you know that you may choose to maintain some of the practices or arrangements that were in place based on the Work Safely Protocol for the period of transition back to office working, e.g. physical distancing measures?			
4	Where meetings, events or training are planned, will there be a continued focus on hand and respiratory etiquette and adequate ventilation?			
5	Is cleaning carried out at regular intervals? Has a system of thorough and regular cleaning of frequently touched surfaces been organised, e.g. door handles, coffee machines, vending machines, photocopier buttons, intercom system etc.? Note: If disinfection is required this must be carried out in addition to cleaning, and never as a substitute for cleaning. See HSA Checklist on Cleaning and Disinfection .			
6	Will hand sanitiser continue to be available at entry/exit points, and checked and replenished when required? Note: Where alcohol based hand sanitiser is used it must have a minimum alcohol content of 60%, and be stored safely.			

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7	Are appropriate measures in place to ensure the workplace is ventilated? See HSA Checklist on Ventilation for further guidance.			
8	Are ventilation and extraction systems cleaned and maintained before the office re-opens and at set intervals? Have you measures in place to ensure they are used properly?			
9	Are COVID-19 posters displayed in key areas of the workplace, e.g. entry/exit points, canteen, general office area, and staff notice boards? See hsa.ie/covid19 for a list of HSE-HPSC and other gov.ie posters and video resources, including ones on hand hygiene, respiratory etiquette and ventilation. See translated COVID-19 resources from hse.ie and hsa.ie .			
Preparing for re-opening the office: Workers				
10	Have you a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to workers?			
11	Have workers been provided with a briefing on COVID-19 infection prevention and control (IPC) measures?			
12	Where a person(s) is unable to return to the workplace due to COVID-19 have you reviewed the Interim Guidance for Employers on Fitness for Work following COVID-19 Absence , and considered alternative measures where possible for the individual(s)? Have you informed them about the Fitness for Work Guidance for workers ?			
13	Has a Lead Worker Representative(s) been appointed, and have you provided their details to workers, including details of the role of a LWR?			
14	Did you inform the LWR about the HSA Checklist , online course and poster for Lead Worker Representatives, to help them with their role? These resources are free and available at hsa.ie/covid19 . ?			
15	Are support systems in place for workers? Do they know where to find information on managing health and wellbeing during COVID-19, e.g. HSA podcast and videos ?			

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16	<p>Is there a system in place for keeping attendance information?</p> <p>Note: While the need to maintain a contact log with details of workers and visitors to a workplace has been removed, you may need to provide attendance information, as appropriate, in the event the local Department of Public Health has to investigate an outbreak.</p>			
Rapid Antigen Diagnostic Tests (RADTs)				
17	<p>If you are considering a RADT programme for your workplace, have you consulted with workers and their representatives? This can be done as part of the implementation of the COVID-19 Response Plan and should include involvement of the Lead Worker Representative(s) and the Safety Representative(s).</p> <p>Note: Workers participation in RADTs is voluntary and they do not have to participate in it if they so wish.</p>			
18	<p>If setting up a Rapid Antigen Diagnostic Testing (RADT) regime for the office, have you reviewed the measures outlined in the Transitional Protocol (Section C10.)?</p> <p>Have you completed a written risk assessment of this new work activity, and specific risks? Have you taken account of Public Health recommendations and the manufacturer’s instructions in doing so?</p> <p>See the Health Products Regulatory Authority website and HSA Checklist on RADTs</p> <p>Note: Even if RADTs are introduced, other infection prevention and control measures, such as hand washing, wearing masks/coverings, respiratory etiquette, and ventilation, all still need to be adhered to in full.</p>			
Working in the office:				
19	<p>Have you provided information and advice to workers on hand hygiene, respiratory etiquette, and the importance of good ventilation?</p>			
20	<p>Where hot desks are used are appropriate cleaning materials in place for workers to clean the area before and after use?</p>			

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21	Are measures in place to help workers with additional needs to comply with workplace procedures e.g. communication tools such as signs or clear, easy to understand announcements to convey health and safety messages?			
22	Can workers work comfortably in the ventilated workspace? Note: Desk or ceiling fans should not be used in poorly ventilated areas as they may only recirculate virus droplets. Fans should only be used in areas where there is a single occupant.			
23	Have workers been provided with cleaning materials such as wipes as well as waste bins/bin bags? Have they been advised to clean their own personal work equipment, e.g. telephone hand sets, and not to share phones, pens, or other items with their co-workers?			
24	For meetings, events or training is hand and respiratory etiquette and adequate ventilation in place?			
	Isolation procedures:			
25	Have you informed workers if they have signs and symptoms of COVID-19 to stay at home from work, self-isolate and get tested ?			
26	Have you informed workers to stay at home from work if they test positive for COVID-19, and to follow Public Health advice with regard to their test result (PCR or Antigen)?			
27	Have workers been informed about the procedures to follow should they develop signs or symptoms of COVID-19 at work.			
28	Has an isolation area(s) been identified and sign-posted in advance, for dealing with a suspected case(s) of COVID-19 in the office? Is there a COVID-19 response manager and team in place to deal with such cases? See section C4. of the Transitional Protocol.			
29	Is the designated isolation area(s) away from the main office, and behind a closed door? Where a closed door is not possible is the designated area well away from workers and others?			

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30	Has the isolation area(s) a window that can be opened for ventilation? Are necessary items provided, e.g. PPE, medical grade or respirator mask, tissues, hand sanitiser, disinfectant and/or wipes, waste bin/bags?			
31	Is there a system in place for managing waste disposal, in particular COVID-19 contaminated or suspected COVID-19 contaminated waste? See HSA Checklist on Cleaning and Disinfection .			
Canteen and welfare facilities:				
32	Are frequently touched surfaces in the canteen cleaned regularly and thoroughly e.g. door handles, fridge door, kettle, taps, etc.?			
33	Have workers been advised not to share utensils, cups, food, drinks etc.?			
34	Are toilets and handwashing facilities cleaned regularly, paper towels provided, and a system in place for checking and replenishing stocks?			
Travelling to, from or for work:				
35	Have you advised workers travelling on public transport to and from work that they must wear a face mask/covering and to wash their hands with soap and water or hand sanitiser before and after being on public transport?			
36	If using their personal cars for work, have you advised workers that they should consider wearing a face mask/covering? Have you advised them to partially open car windows on opposite sides to improve ventilation, and not to set ventilation systems to recirculate air, which could spread the virus?			
37	Where an office worker is travelling for their job have you provided them with cleaning materials (e.g. wipes, hand sanitiser) to clean their hands and vehicle, in particular frequently touched surfaces, before and after use of the vehicle?			
38	Have you advised workers they should wash their hands or use hand sanitiser before entering or leaving the office?			
39	Where overseas work-related travel is taking place, do you regularly check gov.ie for updated information on travel restrictions and requirements and advise workers to do the same?			

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Visitors and contractors to the office:				
40	Are measures in place for visitors or contractors to the office?			
41	Where essential maintenance work is required could this be reasonably done out of office hours, to minimise contact with other workers?			
42	Have you considered attendance information being maintained should the Department of Public Health require these details in the event of an outbreak, and informed visitors/contractors about this?			
Other:				
43	Have you considered GDPR requirements and advice from the Data Protection Commission on Data Protection and COVID-19 ? Are you complying with this advice?			
Additional Information				

Name: _____ Signature: _____ Date: _____

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