Checklist for Managing Coronavirus in the Workplace

- [ ] Assess the risk of exposure in your operations including any overseas workplaces
- [ ] Create a policy on dealing with the virus in your organisation and ensure employees are aware
- [ ] Keep employees updated on what you are doing to ensure their health and safety
- [ ] Stay up to date with government guidance on self-isolation
- [ ] Consider bringing employees who are located abroad home
- [ ] Consider stopping overseas business travel and make arrangements for any overseas meetings to be held via Skype etc, or postpone them
- [ ] Send communication to all employees reminding them of good hygiene measures
- [ ] Ensure there are sufficient soap supplies available and consider providing tissues and hand sanitiser to the workforce
- [ ] Speak with those in charge of cleaning the workplace and ask for frequent deep cleans
- [ ] Ask employees to keep you informed of any overseas holiday travel so you can manage their return
- [ ] Remind employees of your annual leave cancellation procedures
- [ ] Consider your response to employees cancelling annual leave plans
- [ ] Make sure managers are aware of coronavirus symptoms so they can spot it quickly
- [ ] Assess whether employees can work from home instead of coming to the workplace and keep up to date with guidance on who is advised to work from home
- [ ] Create a work contingency plan in case key members of the workforce are to be absent

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