

COVID-19 Workplace Safety Checklist

1. Workplace readiness	Yes	No
Workplace plan including risk assessment developed		
Areas of congregation identified e.g. entrances, canteens, workstations, aisles, toilets, goods receiving		
High touch areas / equipment / stations identified e.g. door handles, light switches, lift buttons, turnstiles		
Employees at risk identified (> 55 yrs &/ or who suffer from underlying conditions e.g. heart disease, diabetes, chronic respiratory disease & cancer)		
Enable employees at risk to work from home where possible, changing the nature of their work, isolating their area of work or placing them on paid special leave if the other options are unavailable		
Employees who can work from home enabled to do so		
Employees divided into smaller teams / staggered teams / shifts & minimise / avoid interactions between teams – for working if possible, for breaks and where possible define areas where each team works		
Employees trained - preventing infections, wearing PPE, managing positive cases & sick employees, address anxieties		
Communications to customers undertaken		
2. Protection of customers	Yes	No
Hand sanitizer available at the entrances/exits to the shop with someone applying it		
Maximum number of customers to be allowed established applying the 6m ² /person rule		
Entrance control/queue management in place to ensure social distancing of at least 1.5m		
All staff members/customers wearing masks		
Disinfecting wipes or sanitizer available for trolleys and baskets		
Maintaining social distancing in store and at pay points of 1.5m		
Cleaning and disinfection protocol in place for commonly touched areas i.e. fridge handles, freezers and records kept		
Counter surface sanitised before and after every customer		
Credit card machine sanitised before and after every customer		
Cashier sanitising hands before and after each customer		
Pens used for signature sanitised before and after every customer		
Physical barriers/face shields provided between workers and the public where social distancing is not possible		
In-store ablution facilities for the customers supplied with adequate and appropriate hand washing facilities and adequate ventilation		
All areas such as toilets, common areas, door handles, and shared electronic equipment are regularly cleaned and disinfected		
Personal hygiene of delivery vehicle drivers satisfactory		
Containers for food products in or on delivery vehicles are sanitised before and after each and every home delivery		

3. Protection of employee	Yes	No
Staff training on COVID-19 is conducted and recorded		
Daily symptom screening is done of all staff at home or on arrival each day - e.g. fever, cough, sore throat, shortness of breath; body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, weakness or fatigue. As of 7 December 2020, routine temperature screening is no longer recommended. See Department of Health Circular H213/2020.		
All employees have required masks for workplace & for traveling to & from work		
Hand sanitizer & / or washing facilities available for staff at strategic points throughout the business		
Cleaning and disinfection protocol in place & communicated to all employees		
Social distancing of 1.5m in all areas of the business, including workspaces, shops, canteens applied		
Awareness posters/pamphlets are displayed		
Physical barriers are provided between workers working in confined spaces (not face shields)		
The workplace is well ventilated by natural or mechanical means		
Gloves are not being used, except for cleaning staff		
Adequate arrangements in place to ensure social distancing between staff members and delivery staff in receiving goods areas		
Ensure deliveries to or services provided to customers follow all safe practices e.g. contractors in homes		
Hand washing facilities with soap and disposable towels for staff provided in staff cloak rooms and areas entering production areas		
Transport provided to employees where possible & social distancing applied in such transport including wearing of masks		
Safe practices encouraged in lift shares & use of public transport		
4. Arrangements when a staff member tests positive	Yes	No
A protocol in place and communicated for when a staff member tests positive for or shows symptoms of COVID-19, which includes the following:		
If shows symptoms, send for testing according to testing criteria		
Ensure employee who tests positive or shows symptoms self-isolates - contact WC Dept Health if employee not able to self-isolate		
Identify and manage close contacts (close contact: <1m; 15 mins; no mask); send home for self-quarantine; testing if symptomatic & meet criteria for testing		
Deep cleaning of affected area – close business for cleaning if large part affected		
If positive, inform the Western Cape Health Department WorkplaceCovidReporting@westerncape.gov.za or https://coronavirus.westerncape.gov.za/reporting-COVID-19-workplace		
Attempt to establish how the employee might have become infected & implement steps to prevent further infections		
Continue to screen employees to detect signs of possible coronavirus infection		
Possible temporary closure of the work site if needed for deep cleaning & contact tracing		
Re-opening of the work site		
Confirmation that the premises were cleaned and decontaminated		
Provide refresher COVID-19 training to staff returning to the workplace		