



WORKPLACE ASSESSMENT CHECKLIST FOR COVID-19

All workplaces are required to have an appropriate plan on how to deal with the Coronavirus (COVID-19). Appropriate measures in place will decrease the number of infections and potentially save lives. Employers should consider changes within the workplace to reduce overcrowding, such as facilitating remote work, shift work, and perhaps physical layout changes. Such measures may help protect workers from infection. **This basic checklist is provided as minimum guidance and can be used as a tool by companies/worksites to assess their current level of workplace safety compliance and identify potential gaps for rectification. Companies/ Workplaces are NOT required to submit this Workplace Assessment Checklist to SHENA**

Every workplace is different; thus, checklist should not be used as a one-size-fits all approach to managing COVID-19 in the workplace. This checklist provides general guidance on how to manage and support workers through COVID-19 related issues.

| A) MANAGEMENT COMMITTEE / EMPLOYER | YES | NO |
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| • Is there a COVID-19 Crisis Management Committee in your workplace? | | |
| • Have you identified a focal person (i.e., HSE Officer, HSE Representative, etc.) to assist in the implementation, coordination and monitoring of the COVID-19 control measures at the workplace? | | |
| • Are you aware of the Infectious Diseases Act (CAP 204) and is your workplace in compliance with the requirements as stipulated by the Ministry of Health? | | |

| B) MANAGEMENT AND PLANS TO CONTROL RISKS AND SUPPORT THE WORKPLACE | YES | NO |
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| • Has the Business Continuity Plan (BCP) of the organisation been activated? | | |
| • Are your employees aware of the symptoms of COVID-19 (cough, high temperature, shortness of breath)? | | |
| • Is there an adequate procedure in place for all employees, workers and visitors to report the following:- <ul style="list-style-type: none"> ○ If they are feeling unwell; ○ Have potentially been exposed to COVID-19; ○ To update their employers on their condition if there are unwell. | | |



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| <ul style="list-style-type: none"> Are sick employees informed to refrain from coming into the workplace until fully recovered? | | |
| <ul style="list-style-type: none"> Have you considered and implemented a suitable Work from Home policy at your workplace (where possible) or reduced the numbers of workers at your workplace, maintaining safe distance between them, as directed by the Ministry of Health guidelines? | | |
| <ul style="list-style-type: none"> Do you allow flexible work hours for employees who are not able to Work from Home? | | |
| <ul style="list-style-type: none"> Are there sufficient signages at the common spaces of the workplace to remind employees that social gatherings/ congregations are prohibited? | | |
| <ul style="list-style-type: none"> Have you considered staggered working and break hours (i.e., different timings for lunch and other breaks) to reduce possible gathering/ congregation of employees at all common spaces? | | |
| <ul style="list-style-type: none"> Are there arrangements being made to support social distancing and limit unnecessary contact within the workplace? For example, arranging for meetings to be held online or via teleconferencing instead of in person. | | |
| <ul style="list-style-type: none"> Have you given employees accurate information about ways to prevent the spread of infection? This includes, but is not limited to, social distancing of at least 1 meter (3 feet) as well as cough and sneeze etiquette. | | |
| <ul style="list-style-type: none"> Do supervisors have general awareness concerning Covid-19 and are kept updated on the latest Ministry of Health directives? | | |
| <ul style="list-style-type: none"> Are information and updates related to COVID-19 in the workplace made available to all workers (e.g., signboard displays, SMS, Intranet & WhatsApp) and translated into different languages for the workforce? | | |
| <ul style="list-style-type: none"> Have you reminded your employees to regularly update their personal details (as well as household members under them) on the BruHealth App as well as comply with related requirements from Ministry of Health i.e., Self-Assessment Report, scanning BruHealth QR code at any premise, turning on contact tracing, etc. | | |



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| <ul style="list-style-type: none"> Is there a BruHealth QR Code for registration posted at the entrance of the workplace for employees and visitors to scan? | | |
| <ul style="list-style-type: none"> Have you limited the number of entry points to the office/ building and ensured temperature checks for employees/visitors are adequately carried out? | | |
| <ul style="list-style-type: none"> Does your workplace have signs & instructions indicating that unwell personnel should not enter the workplace? | | |
| <ul style="list-style-type: none"> In workplaces involving customer service, are there any measures to create social distance and limit unnecessary contact between the worker and customer? | | |
| <ul style="list-style-type: none"> Have your employees booked their slots for vaccination through the BruHealth App? | | |
| <ul style="list-style-type: none"> Have you maintained a register of COVID-19 vaccinations for all your employees? | | |

| C) WORKPLACE CLEANLINESS AND HYGIENE | YES | NO |
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| <p><i>As hand washing is one of the most effective defenses, employers need to make sure that employees have ready access to washing facilities and that those are kept well stocked with soap and (ideally) paper towels. It is imperative that all employees have access to Hand Sanitizer. Facility manager/owner should ensure that public surfaces such as counters, handles, door push bars, push plates, handrails, table surfaces and elevator buttons are regularly disinfected (as per Ministry of Health's Guidelines for Cleaning and Disinfection of General Workplaces During and Infectious Diseases Outbreak of Public Health Concern)</i></p> | | |
| <ul style="list-style-type: none"> Is there enough information in the workplace about safe hygiene practices? | | |
| <ul style="list-style-type: none"> Do workers have access to hand washing facilities and other products which support good hygiene, such as liquid soap and hand sanitizer? | | |
| <ul style="list-style-type: none"> Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected? | | |



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| <ul style="list-style-type: none"> Do workers who perform the cleaning wear suitable personal protective equipment (i.e., Suitable Hand gloves & anti-slip rubber shoes) while carrying out cleaning? | | |
| <ul style="list-style-type: none"> Have you alerted all staff members to the hand washing protocols within your workplace? | | |
| <ul style="list-style-type: none"> Do you have readily available access to Hand Sanitizers for all members of staff? | | |
| <ul style="list-style-type: none"> Does the Hand Sanitizer contain at least 70 percent alcohol content? | | |

| D) PERSONAL PROTECTIVE EQUIPMENT (PPE) & FIRST AID | YES | NO |
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| <ul style="list-style-type: none"> Have workers been sufficiently provided with their own individual personal protective equipment (PPE)? For example, disposable face masks and disposable hand gloves | | |
| <ul style="list-style-type: none"> Have you ensured your workers are wearing their face masks properly by covering their nose and mouth in accordance with the recommendations from Ministry of Health? | | |
| <ul style="list-style-type: none"> If PPE or tools need to be shared, are they regularly cleaned and disinfected to an appropriate standard? | | |
| <ul style="list-style-type: none"> Have first aid kits been restocked and have first aiders been updated on infection protocols? | | |

| E) EMERGENCY PLAN | YES | NO |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <ul style="list-style-type: none"> Have you prepared and made available an isolation room in the event of an employee in your workplace being suspected with COVID-19? | | |
| <ul style="list-style-type: none"> Have you prepared and made available emergency contact details of all employees, and the sub-contracting employers, in the event that the workplace is to be quarantined or shut down? | | |



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| <ul style="list-style-type: none">Have you put in place an evacuation plan for suspected cases, as well as for all other onsite personnel (i.e., any employee who is feeling unwell or showing symptoms or illness should report to the employer, leave the workplace and get a swab test immediately) | | |
| <ul style="list-style-type: none">Do you have a plan to immediately vacate and cordon-off the immediate section or the whole workplace where the confirmed case worked? | | |
| <ul style="list-style-type: none">Do you have a plan to promptly mobilise thorough cleaning and disinfection of the workplace if exposed to a confirmed case? | | |

| WORKERS ACCOMODATION | YES | NO |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <ul style="list-style-type: none">Have you considered or reviewed policies around workers accommodation and proximity of persons in shared living quarters with the use of communal facilities such as bathrooms, kitchens, etc.? | | |
| <ul style="list-style-type: none">Are sufficient facilities provided for workers in the event of Self-Isolation Notice is issued i.e., segregated private room with en suite washroom? | | |
| <ul style="list-style-type: none">Are regular cleaning and sanitizing of workers accommodation and facilities carried out? | | |

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|-----------------------------|--|----------------------|--|
| FULL NAME | | | |
| POSITION | | | |
| COMPANY NAME | | | |
| MOBILE NUMBER | | EMAIL ADDRESS | |
| SIGNATURE & DATE | | | |

Note: Where gaps are found in your procedures, you must instigate suitable measures to ensure the health and safety of your workers. A copy of this assessment checklist shall be maintained at your workplace and may be requested for by SHENA Inspectors in the future.