COVID-19 Event Checklist

| **Event:** |  | **Date:** |  |
| --- | --- | --- | --- |
| **Exact Location:** |  |
| **Completed by:** |  |

| Activity | Control measures | Y | N | N/A | Comments/other control measures |
| --- | --- | --- | --- | --- | --- |
| Section 1 – Social Distancing |
| **Travelling to an Event** | There is communication to attendees to discourage use of public transport  | [ ]  | [ ]  | [ ]  |  |
| Additional car parking has been identified | [ ]  | [ ]  | [ ]  |
| Bike storage is available | [ ]  | [ ]  | [ ]  |
| Passenger numbers in vehicles is limited and stipulated | [ ]  | [ ]  | [ ]  |
| **Arriving at and leaving an event** | Staggering of arrival times/leaving times/staff shifts has been implemented | [ ]  | [ ]  | [ ]  |  |
| Reduced numbers of attendees on site has been established | [ ]  | [ ]  | [ ]  |
| Additional, individual storage for clothing/bags is available | [ ]  | [ ]  | [ ]  |
| **Entry points** | Increase in number of entry points  | [ ]  | [ ]  | [ ]  |  |
| Protocols for one-way flow at entry/exit points which are clearly marked is in place | [ ]  | [ ]  | [ ]  |
| Discontinuation of touch-based security entrances including turn styles is established | [ ]  | [ ]  | [ ]  |
| Hand sanitiser is available at all entry points  | [ ]  | [ ]  | [ ]  |
| **Moving around the Event Space** | One-way systems are in place | [ ]  | [ ]  | [ ]  |  |
| Direction of travel is marked | [ ]  | [ ]  | [ ]  |
| Lift access is restricted for disabled people those with specific conditions or need only, or;  | [ ]  | [ ]  | [ ]  |
| Reduced lift capacity and clear marking is installed | [ ]  | [ ]  | [ ]  |
| Hand sanitiser is provided in lifts | [ ]  | [ ]  | [ ]  |
| Employees are discouraged from non-essential trips around the building  | [ ]  | [ ]  | [ ]  |
| There is restricted access to certain areas  | [ ]  | [ ]  | [ ]  |
| Use of telephone/email contact between is encouraged | [ ]  | [ ]  | [ ]  |
| Use of stairs is actively encouraged | [ ]  | [ ]  | [ ]  |
| **Meetings**  | Remote tools are used to reduce the need for face to face meetings | [ ]  | [ ]  | [ ]  |  |
| Number of participants attending face to face meetings is minimised | [ ]  | [ ]  | [ ]  |
| 2 metre distance between participants is maintained | [ ]  | [ ]  | [ ]  |
| The largest capacity room available is used | [ ]  | [ ]  | [ ]  |
| Floor markings to ensure social distancing are installed in meeting rooms | [ ]  | [ ]  | [ ]  |
| Employees are instructed to avoid sharing physical resources during meetings | [ ]  | [ ]  | [ ]  |
| Employees are instructed to avoid communal food during meetings | [ ]  | [ ]  | [ ]  |
| Hand sanitiser is provided in meeting rooms | [ ]  | [ ]  | [ ]  |
| **Common Areas** | Staggered break times have been implemented | [ ]  | [ ]  | [ ]  |  |
| Use of outside break areas is in place where appropriate | [ ]  | [ ]  | [ ]  |
| Additional break areas have been created | [ ]  | [ ]  | [ ]  |
| Screens have been installed where appropriate, e.g. reception areas | [ ]  | [ ]  | [ ]  |
| Floor markings to maintain social distancing have been installed | [ ]  | [ ]  | [ ]  |
| Seating has been reconfigured to reduce capacity and reduce face to face interactions | [ ]  | [ ]  | [ ]  |
| Employees are encouraged to remain on-site | [ ]  | [ ]  | [ ]  |
| Employees are encouraged to bring their own food | [ ]  | [ ]  | [ ]  |
| Packaged meals are provided to avoid opening canteens fully | [ ]  | [ ]  | [ ]  |
| Use of locker rooms, changing areas and other facilities is subject to established protocols | [ ]  | [ ]  | [ ]  |
| Hand sanitiser and cleaning products are provided where there are communal items such as kettles/microwaves | [ ]  | [ ]  | [ ]  |
| **Accidents, security and other incidents** | First aiders are provided with hand sanitiser and PPE where appropriate | [ ]  | [ ]  | [ ]  |  |
| Employees are aware that in an emergency situation, e.g. fire evacuation social distancing does not apply | [ ]  | [ ]  | [ ]  |
| Fire Marshals and security staff roles are assessed separately | [ ]  | [ ]  | [ ]  |
| Section 2 – Managing Contacts |
| **Visitors and contacts** | Remote contacts are encouraged and enabled as far as possible | [ ]  | [ ]  | [ ]  |  |
| Clear protocols are developed, displayed and communicated for all visitors | [ ]  | [ ]  | [ ]  |
| The number of visitors to the premises is limited | [ ]  | [ ]  | [ ]  |
| Clear social distancing floor markings are in place for queues | [ ]  | [ ]  | [ ]  |
| Schedules have been revised to limit numbers on site e.g. contractors and routine maintenance | [ ]  | [ ]  | [ ]  |
| Maintenance is reviewed to consider that which can be undertaken outside of normal working hours | [ ]  | [ ]  | [ ]  |
| Hand sanitiser is provided for visitors | [ ]  | [ ]  | [ ]  |
| Entry and exit points and flow of visitors has been reviewed and protocols established | [ ]  | [ ]  | [ ]  |
| non-contact payment methods and options are provided | [ ]  | [ ]  | [ ]  |
| **Providing and Explaining guidance** | Signs and visual aids are displayed at points of entry and at multiple points in visitor areas | [ ]  | [ ]  | [ ]  |  |
| Tenant organisations in the building are adhering to COVID-19 secure measures | [ ]  | [ ]  | [ ]  |
| Employees interacting with visitors e.g. reception, security, etc are provided with necessary training on safe working measures | [ ]  | [ ]  | [ ]  |
| Section 3 – Cleaning |
| **Before opening** | Air conditioning and ventilation maintenance is up to date | [ ]  | [ ]  | [ ]  |  |
| Where possible regular opening of windows for increased ventilation is in place | [ ]  | [ ]  | [ ]  |
| **Keeping the workplace clean** | Building cleaning schedules have been reviewed and increase frequency where necessary | [ ]  | [ ]  | [ ]  |  |
| All equipment is cleaned between uses | [ ]  | [ ]  | [ ]  |
| Safe, disposable cleaning materials are provided for employees to use | [ ]  | [ ]  | [ ]  |
| Frequent cleaning of regularly touched surfaces, objects such as door handles has been introduced | [ ]  | [ ]  | [ ]  |
| Waste is removed at the end of each day | [ ]  | [ ]  | [ ]  |
| Guidance is followed in the event of a known or suspected COVID-19 case in the workplace | [ ]  | [ ]  | [ ]  |
| Use of high touch items such as printers has been reviewed and protocols communicated  | [ ]  | [ ]  | [ ]  |
| **Hygiene, handwashing, sanitation facilities and toilets** | Posters are displayed to build awareness of handwashing techniques | [ ]  | [ ]  | [ ]  |  |
| Posters are displayed to build awareness of hygiene protocols e.g. avoid face touching, binning tissues etc. | [ ]  | [ ]  | [ ]  |
| Hand sanitiser is provided in multiple locations | [ ]  | [ ]  | [ ]  |
| Toilet cleaning schedules have been reviewed | [ ]  | [ ]  | [ ]  |
| Monitoring of toilet cleaning schedules is undertaken | [ ]  | [ ]  | [ ]  |
| The most used facilities are cleaned more frequently | [ ]  | [ ]  | [ ]  |
| Guidelines on using toilet facilities have been shared with staff to achieve social distancing e.g. use only facilities close to your office | [ ]  | [ ]  | [ ]  |
| **Changing rooms and showers** | Changing rooms and showers should only be used where necessary – protocols of use have been communicated to staff | [ ]  | [ ]  | [ ]  |  |
| Cleaning schedules have been reviewed | [ ]  | [ ]  | [ ]  |
| Cleaning is monitored | [ ]  | [ ]  | [ ]  |
| **Good handling, deliveries, onsite vehicles** | Cleaning protocols have been established for incoming deliveries and goods | [ ]  | [ ]  | [ ]  |  |
| Hand sanitiser and hand washing protocols have been established for staff handling deliveries | [ ]  | [ ]  | [ ]  |
| Protocols have been communicated to staff and information is displayed | [ ]  | [ ]  | [ ]  |
| Employees are not permitted to arrange personal deliveries to work addresses | [ ]  | [ ]  | [ ]  |
| LA vehicles cleaning schedules have been reviewed | [ ]  | [ ]  | [ ]  |
| Shared vehicles are cleaned in between each use | [ ]  | [ ]  | [ ]  |
| Hand sanitiser is provided in vehicles | [ ]  | [ ]  | [ ]  |
| Delivery schedules have been reviewed to minimise contact | [ ]  | [ ]  | [ ]  |
| Drop off points have been reviewed to include procedures, signage and markings | [ ]  | [ ]  | [ ]  |
| Non-contact deliveries are established where possible | [ ]  | [ ]  | [ ]  |
| **PPE and face coverings** | Roles requiring PPE have been identified | [ ]  | [ ]  | [ ]  |  |
| PPE procurement has been reviewed | [ ]  | [ ]  | [ ]  |
| Employees wishing to wear face coverings are permitted to do so – guidelines on safe use of face coverings is displayed and communicated | [ ]  | [ ]  | [ ]  |
| Section 4 – Workforce Management |
| **Shift patterns and working groups** | Shift patterns have been reviewed to minimise contact | [ ]  | [ ]  | [ ]  |  |
| Shift patterns have been fixed as far as possible | [ ]  | [ ]  | [ ]  |
| Working groups/teams have been fixed as far as possible | [ ]  | [ ]  | [ ]  |
| Employees are clear on what days/times they should be attending work | [ ]  | [ ]  | [ ]  |
| Areas of common use between different teams and shifts have been identified | [ ]  | [ ]  | [ ]  |
| Cleaning protocols have been established | [ ]  | [ ]  | [ ]  |
| **Work related travel, cars, accommodation and visits** | All except non-essential visits have been cancelled or postponed or remote options have been implemented | [ ]  | [ ]  | [ ]  |  |
| Overnight accommodation venues comply with COVID-19 secure measures | [ ]  | [ ]  | [ ]  |
| Social distancing measures are applied to visits where possible | [ ]  | [ ]  | [ ]  |
| PPE is supplied for visits where required by roll | [ ]  | [ ]  | [ ]  |
| Records are kept of overnight stays | [ ]  | [ ]  | [ ]  |
| Shared vehicles are cleaned between shifts/handover | [ ]  | [ ]  | [ ]  |
| Where transfer of equipment, etc. is required between sites - procedures to minimise person to person contact have been established and communicated to employees | [ ]  | [ ]  | [ ]  |
| **Communication and training** | Clear, consistent and regular communication methods are in place | [ ]  | [ ]  | [ ]  |  |
| Employees and Trade Unions are engaged and involved in developing safe working measures | [ ]  | [ ]  | [ ]  |
| Employees have received communication and training materials prior to returning to work | [ ]  | [ ]  | [ ]  |
| New procedures have been communicated to employees | [ ]  | [ ]  | [ ]  |
| Regular review and monitoring of measures has been scheduled | [ ]  | [ ]  | [ ]  |
| Changes to existing practices are discussed and agreed with Trade Unions | [ ]  | [ ]  | [ ]  |
| Communication material includes images and is available in different formats/ languages where appropriate | [ ]  | [ ]  | [ ]  |
| Employees mental health is a key focus and support measures have been identified and implemented | [ ]  | [ ]  | [ ]  |
| A communication strategy has been established to ensure that all employees are updated regularly | [ ]  | [ ]  | [ ]  |