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 |  |  |  |