



Compliance officer: _____

Date: _____

A	Employee screening	YES	NO
	Daily symptom screening of each employee		
	Screening document completed and signed for each employee		

B	Sanitizers, disinfectants and other measures	YES	NO
	Hand sanitizer at least 70% alcohol		
	Sufficient hand sanitizer for number of workers		
	Sanitizer at workstation if interacting with public		
	All surfaces and equipment disinfected		
	- before work begins		
	- regularly during working period		
	- after work ends		
	Common areas and shared electronic equipment regularly cleaned and disinfected		
	Sanitizer placed at all photocopier machines		
	Biometric systems disabled or COVID-19-proof		
	Adequate facilities for washing hand with soap and clean water		
	Paper towels provided for drying		
	Workers required to regularly wash and sanitize hands		
	Workers interacting with public, sanitize hands between each interaction		
	Surfaces routinely cleaned and disinfected		

C	Cloth masks	YES	NO
	Provided each employee with two cloth masks		
	Employee wears cloth mask at all times		
	Arrangements made for washing, drying and ironing of cloth masks		

D	Areas with public access	YES	NO
	Distance of at least one and a half metres between workers and members of the public		
	Physical barriers, face shields or visors in place where possible		
	Notices displayed advising persons entering workplace of precautions required to observe while in workplace		
	All members of public required to wear masks when inside workplace and premises		

E	Ventilation	YES	NO
	Workplace well ventilated by natural or mechanical means		
	Filters of air-conditioners are regularly cleaned and replaced		

F	Inside the workplace	YES	NO
	Arrange workplace to ensure employees at least one and half metres apart		
	Ensure employees do not congregate in groups		
	Employees should not enter work offices when visiting, but should stand in the door of offices		

G	Visitors	YES	NO
	Logbook kept of all visitors, indicating following details:		
	- Name and Surname - Reason for visit - Company name - Personal contact details - Date		
	Visitor checklist completed for each person entering workplace		
	Temperature checked and documented of each visitor prior to entering workplace. <i>(If temperature is higher than 37,5 - they should not be allowed to enter the workplace)</i>		
	Visitors' hands are sanitized prior to entering workplace		

H	Training	YES	NO
	Inform and instruct employees on the following:		
	a) the importance of social distancing, even during breaks and lunchtime		
	b) the correct use of cloth masks		
	c) correct technique of hand washing		
	d) importance of regular hand washing and sanitizing		
	e) measures to prevent transmission such as cough etiquette		
	f) steps to take if an employee is sick or have symptoms associated with the COVID-19		

Compliance officer signature: _____