



Social Distancing Checklist

How can you prepare your workplace for the return of your workforce?



Return to work considerations

Can you reduce the number of employees on a site at any one time? Consider implementing shift patterns or rotating the workforce in cohorts.

Is it possible to stagger start/finish/break times?

Can you implement a phased return of workers?

How will tasks be completed safely where employees are social distancing? Is there a need to re-address SOPs?

How do you ensure that there is adequate supervision and training?

How do you ensure adequate numbers of trained staff to safely operate or maintain machinery where appropriate?



Ensuring social distancing at work

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Can you control entry and exit points?

Is it possible to have one entry and one exit to avoid workers passing each other?

Can you implement a one way system?

Can you re-design work spaces to ensure a 2m distance is maintained e.g. reducing the capacities of rooms/remove chairs to spread people out? Do you require the use of divider screens?

Consider where people use communal areas/equipment?

Is social distancing in fact impossible to enforce? Where this is the case, are such activities necessary for business to continue? Can staff work back to back/side by side as opposed to face to face?



Facility provision

Are there areas that are frequently touched? Do you need to provide hand gels/wipes near areas that are frequently touched

Will you require employees to wear PPE?

Do you have the appropriate equipment/facilities/PPE? If not, how will you source it?

Do you need to increase the frequency of cleaning, particularly in high risk areas? Who will do this?

Do you require first aid provision? How will this be safely and effectively provided?



Communication

Do you have up to date emergency contact details for all employees?

Do you have a means by which employees can raise any concerns about the work environment? What about vulnerable employees?

Will you require temperature/wellness checks for your employees?

How will you expect workers to communicate the results of symptoms/test results?

How will you enforce/monitor compliance with new measures?