

# COVID-19 Return to Work Safely Protocol

## THE CLUBHOUSE PROJECT DAY SERVICE LTD Employer Checklist No.2 - Control Measures

These checklists have been prepared to help employers, and managers get their business up and running again in a way that will help prevent the spread of COVID-19. By putting in place control measures, you can help to protect your workers.

No.	Controls	✓ Yes	✓ No	Action Required
	<b>Hand Hygiene Facilities:</b>			
1.	Is there enough hand washing and hand sanitising stations in place to accommodate staff, clients / adhering to hand hygiene measures?	✓		
2.	Is hand washing and hand sanitising stations in convenient locations that can be easily and frequently accessed? Have you considered: <ul style="list-style-type: none"> <li>• all entry / exit points</li> <li>• high traffic areas</li> <li>• the need for staff/clients to wash their hands before, during or after a task</li> <li>• the distance workers are from hand washing / hand sanitising facilities</li> </ul>	✓		
3.	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked e.g. hot running water, soap dispensers, paper towels, touch-free bins and hand-sanitiser?	✓		

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	<b>Hand sanitising</b>			
4.	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	✓		
5.	Are there stations at entry / exit points to the workplace?	✓		
6.	Are there stations in areas that have high touchpoints or high footfall?	✓		

Revision No.1

<b>Employee awareness around hand hygiene in the workplace</b>				
No.	Controls	✓ Yes	✓ No	Action Required
7.	Have you informed staff/clients about the importance of hand washing?	✓		
8.	Have you trained / shown staff/clients <a href="#">how to wash their hands</a> (with soap and water for at least 20 seconds) and dry them correctly? (HSE video resource available)	✓		Refresher video to be watched on return
9.	Have you shown staff/clients how to use hand sanitiser correctly and where hand sanitising stations are located?	✓		
10.	Have you <a href="#">displayed posters</a> on how to wash hands correctly in appropriate locations?	✓		To be installed in August

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11.	<p>Have you told staff and clients when they need to wash their hands? This includes:</p> <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving / leaving the workplace / other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>	✓		
12.	Have you provided facilities for outdoor staff/clients to frequently practice hand hygiene?	✓		
13.	Have you provided staff/clients with hand sanitiser for use in work vehicles?	✓		
<b>Respiratory hygiene</b>				
14.	<p>Have you told workers of good respiratory measures to limit the spread of the virus:</p> <ul style="list-style-type: none"> <li>• avoid touching the face, eyes, nose and mouth</li> <li>• cover coughs and sneezes with an elbow or a tissue</li> <li>• dispose of tissues in a covered bin?</li> </ul>	✓		
15.	Have you made tissues available to staff/clients and covered bins or bin bags for their safe disposal?	✓		
16.	Is there a system in place to regularly empty bins so they don't over fill?	✓		Daily H&S Checklist and Cleaning Rota
<b>Physical Distancing – staying 2 metres apart</b>				

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No.	Controls	✓Yes	✓No	Action Required
17.	Have you looked at how you can change the layout of your workplace to allow for physical distancing?	✓		Social distancing desks and workstations to be installed
18.	Have you a system to regularly remind workers to stay 2 metres apart?	✓		Social distancing signs, markings and taps to be installed.
19.	Have you identified the activities that involve interacting with clients, parents and others and put in place measures to help prevent contact and ensure physical distancing, as far as possible?	✓		No in-house meetings to be held. Timetabled rota
20.	Can you rearrange working times and shifts to minimise the number of people that work together?	✓		
21.	Can you rearrange break areas and times to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks)	✓		
22.	Can you organise staff into teams who consistently work and take breaks together?	✓		
23.	Can you provide a one way system for entering and exiting the workplace, where practical?	✓		
24.	Have you implemented physical distancing for outdoor work activities?		x	
26.	Have you reduced the number of people working in enclosed spaces by: <ul style="list-style-type: none"> <li>• reducing the number of work tasks</li> <li>• postponing non-essential work</li> <li>• modifying work tasks?</li> </ul>	✓		
27.	Have you put floor markings in place to remind everyone in the workplace of the 2 metre physical distance required?		x	

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28.	<p>If it is not possible to ensure a 2 metre physical distance between workers, have you put in place alternative measures:</p> <ul style="list-style-type: none"> <li>• installed physical barriers, such as clear plastic sneeze guards</li> <li>• to maintain at least a distance of 1 metre or as much distance as is practical</li> <li>• to minimise any direct worker close contact</li> <li>• to provide hand washing or hand sanitising aids nearby, so that hands can be cleaned as soon as the task is complete</li> <li>• made face masks available to workers in line with Public Health advice and ensuring that masks are clean and not shared or handled by other workers.</li> </ul> <p><b>Note:</b> wearing face masks is not a substitute for other measures outlined above.</p>	✓		
29.	Have you staggered entry into the workplace including the entry of staff and clients?	✓		
	<b>Minimising Contact</b>			
30.	Have you minimised the need for meetings and interactions e.g. by making available technology for online or phone meetings?	✓		
31.	If workers have to meet, do you make sure they meet in a large space where physical distancing can be done and for as short a time as possible?	✓		
32.	Have you put in place a system that eliminates or reduces the need for staff/clients to travel together in vehicles?	✓		One 'bubble group' to leave in two/three vehicles at any one time
33.	In the case where vehicles must be shared, have you told staff to sit as far apart as possible, to wear face coverings, and to clean the frequently touched surfaces in the vehicle as a minimum at the start and end of each day?	✓		
34.	Have you advised staff to travel alone if using their cars for work?	✓		
35.	Have you told staff to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact?	✓		
	<p><b>Personal Protective Equipment (PPE) [Guidance open to change]</b></p> <p><b>Note:</b> PPE use cannot take the place of other preventative measures. For COVID-19, employers should check public health advice. Gloves are generally</p>			

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No.	Controls	✓Yes	✓No	Action Required
	not required for infection prevention and control and are not a substitute for hand hygiene.			
36.	Has the correct PPE been identified based on the hazard and staff work activity?	✓		
37.	Is there a sufficient supply of relevant PPE required to allow a safe return to work?	✓		
39.	Have you trained workers in the correct fitting, use, removal, cleaning, storing and disposal of PPE?	✓		
40.	Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate?	✓		
	<b>At Risk Groups</b>			
41.	Have you determined which, if any of your staff are at higher risk from COVID-19?	✓		
42.	Have you enabled at risk staff to maintain a physical distance of 2 metres?	✓		
	<b>Changes to Work Practices</b>			
43.	Have you considered other changes to work practices to minimise the spread of COVID-19?	✓		
44.	Have you arranged for safe delivery of goods to the workplace?	✓		
	<b>Visiting Contractors / Workers</b>			
45.	Are there arrangements in place to inform other staff, contractors or visitors of the workplace measures to help prevent the spread of infection?	✓		
46.	Is there a system for recording visits to the site / workplace by staff and others, as well as visits by workers to other sites? (COVID-19 Contact log)	✓		Covid-19 Contact Log to be devised
	<b>Additional Information</b>			

No.	Controls	✓ Yes	✓ No	Action Required
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**Name: LISA LITTLEWOOD**

**Date: 24/08/2020**