

# COVID-19 Return to Work Safely Protocol



## THE CLUBHOUSE PROJECT DAY SERVICE LTD Checklist No.3 Staff Induction / Familiarisation

These checklists have been prepared to help The Clubhouse Project Day Service Ltd get the day service provision up and running again in a way that will help prevent the spread of COVID-19. All workers must be brought through this COVID-19 induction before starting back to work.

No.	Control	✓ Yes	✓ No	Action Required
1.	Have you a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to workers?	✓		
2.	Have you a completed COVID-19 return-to-work form for each worker at the induction? (See template Return-to-Work form)	✓		
3.	Have you covered the <a href="#">signs and symptoms of COVID-19</a> ?	✓		
4.	Have you explained to workers <a href="#">how the virus is spread</a> ?	✓		
5.	Have you covered the control measures you have put in place to minimise the risk of workers being exposed to COVID-19? (See Checklist No. 2)	✓		
6.	Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to workers?	✓		
7.	Have you given workers information on <a href="#">Higher Risk Groups</a> and asked them to let you know privately if they fall into any of these categories?	✓		
8.	Have you told workers they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> and informed them of their entitlements if they are sick or need to quarantine?	✓		

9.	Have you told workers what to do and what to expect if they start to develop symptoms of COVID-19 in the workplace, including where the isolation area is? (See Checklist No. 4)	✓		
10.	Have you told workers of the purpose of the COVID-19 contact log in the workplace?	✓		

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✓ Yes ✓ No Action Required

11.	Have you covered any relevant changes in your business COVID-19 response plan? (See template COVID-19 Response Plan)	✓		
12.	Have you included any relevant updates (to minimise the risk of you and others being exposed to COVID-19) in your risk assessments and safety statement?	✓		
13.	Have you included information on changes to your emergency plans?	✓		
14.	Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19?	✓		
15.	Have you identified the Worker Representative(s) to all workers and explained what their purpose is?	✓		
16.	Have you explained any new staff rosters, changing of start / finish times, rostering of breaks etc.?	✓		
17.	Have you told workers to wash their hands before leaving home and on arrival in the workplace, and <a href="#">at regular intervals throughout the day?</a> (Pg.10 - 11)?	✓		
18.	Have you explained the importance of workers avoiding touching their faces?	✓		
19.	Have you explained the need for workers to avoid physical contact with colleagues, clients or visitors?	✓		

20.	Have you explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, kettles, coffee machines, toasters, microwaves, fridge doors etc.?	✓		
21.	Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.?	✓		
22.	Have you provided each worker with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily?	✓		

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23.	Have you advised workers of the public health recommendation to use a face covering on public transport?	✓		
24.	Have you advised workers to reduce work-related travel as far as possible and provided means for them to have meetings in other ways e.g. phone / online rather than in person?	✓		
25.	Have you advised workers to travel alone if using their cars for work?	✓		
26.	Have you advised workers who have to share a vehicle to wear a face covering and to clean the vehicle's frequently touched surfaces at the start and end of each shift?	✓		
27.	Have you told workers about the supports available to them if they are feeling anxious or stressed?	✓		
28.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?	✓		
29.	Have you a system that allows your workers to raise issues or concerns and have these responded to?	✓		
<b>Additional Information</b>				

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