

# **CHECKLIST FOR MANAGING CORONAVIRUS IN THE WORKPLACE**

- Assess the risk of exposure in your operations, including any overseas workplaces
- Create a policy on dealing with the virus in your organization and ensure employees are aware
- Keep employees updated on what you are doing to ensure their health and safety
- Stay up to date with government guidance on self-isolation on return from certain countries
- Follow reliable public health authorities for news and guidelines on prevention, symptom identification, and treatments as they become available
- Consider bringing employees who are located abroad home
- Consider stopping overseas business travel and either make arrangements for any overseas meetings to be held via video conference or postpone them
- Send communication to all employees reminding them of good hygiene measures
- Ensure there are sufficient soap supplies available and consider providing tissues and hand sanitizer to employees
- Speak with those in charge of cleaning the workplace and ask for more frequent deep cleans
- Ask employees to keep you informed of any overseas travel so you can manage their return
- Remind employees of your vacation cancellation procedures
- Consider your response to employees cancelling vacation plans
- Make sure managers are aware of coronavirus symptoms so they can spot it quickly
- Assess whether employees can work from home instead of coming to the workplace
- Create a work contingency plan in case key members of the workforce are absent