



53-Point COVID-Safe Workplace Checklist

Ensure your business is Covid-compliant with this comprehensive checklist for reducing the risk of workplace transmission, keeping employees safe and avoiding costly and embarrassing PR disasters.



Rostering

Reintroducing your entire workforce all at once increases the risk of transmission.

- Split or stagger rostering to allow some employees to continue working from home part-time. Aim to keep departments working together when in the office for optimal productivity and more efficient contact tracing
- Stagger start, finish & break times to avoid congestion on elevators, escalators and stairways.
- Explore office **occupancy management software** that allows employees to book desks from home and automatically generate distanced seating plans using advanced algorithms.



Workforce Screening

- Consider pre-screening employees before returning to the office, particularly high-risk employees such as older people and those with pre-existing medical conditions like asthma, diabetes & heart disease. Include questions relating to current health status, recent travels and possible exposure to Covid-19. Legal counsel should be consulted before any testing or screening program is implemented.
- Performing temperature checks on arrival using non-contact infra-red forehead thermometers may be useful as an extra precaution to protect vulnerable people. Anyone with a low-grade fever of 37.3°C or more should be discreetly evacuated and directed to seek professional medical testing ASAP.



Area Closures & Reduced Seating

- Close or restrict access to all non-essential areas like cafeterias, coffee stations, pantries, conference rooms, gyms and mail rooms.
- Reduce seating in communal areas to help enforce social distancing. If seating cannot be removed, cover it with tape or fabric.



Social Distancing

- Space workstations at a minimum distance of 1.5m (1 person per 4 square metres).
- Erect social distancing signs to remind employees to keep a distance of 1.5m from others at all times.
- Install adhesive floor signs with feet markings in elevators to encourage people to stand facing outwards rather than inwards towards each other.
- Install adhesive floor signs in waiting or queuing areas to indicate a standing distance of 1.5m.
- Use floor arrows or marking tape to establish one-way flow throughout the office.
- Consider giving staff badges with a visual reminder to distance themselves in the company of colleagues & clients.
- For close contact work tasks, employees must be trained in the proper use of PPE. Be aware of WHS risks that may arise as a result of workers using and wearing PPE.

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General Cleaning & Disinfecting

Always wear gloves and gowns appropriate for the chemicals being used to clean and disinfect. For more information visit [Safe Work Australia](#).

- Surfaces must be cleaned prior to disinfecting as dirt and grime can reduce the ability of disinfectants to kill germs.
- Clean your office at least once per day. High-touch areas should be prioritised for cleaning and disinfecting daily, including tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles.
- Clean between shifts and staff changeovers. If equipment is shared between workers, it may also be cleaned between uses, where practicable.
- Instruct workers to clean personal items used in the workplace such as glasses and phones regularly using disinfectant wipes.
- Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.
- Do not stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Apply PUREZONE antimicrobial film to high-touch areas like door handles, counter tops, windows and tables to reduce the spread of harmful bacteria by killing 99.99% of germs on contact. [Get a free online quote for PUREZONE film.](#)
- Replace cotton hand towels with disposable paper towel.
- Wash crockery and cutlery in a dishwasher on the highest setting possible.
- Consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials such as rugs and seating may be removed or stored to reduce the challenges with cleaning and disinfecting them.
- Avoid moving remaining furniture where possible to assist with maintaining cleaning schedules.

NOTE: Fumigation or wide-area spraying (known as 'disinfectant fogging') is not recommended by Safe Work Australia for general use against COVID-19. If not performed correctly it can expose workers to hazardous chemicals.



Technical Cleaning & Disinfecting

With coronavirus detectable on glass and plastic surfaces for up to 72 hours, a technical sanitisation schedule can supplement general cleaning to reduce the risk of cross-contamination in the workplace.

- Establish a Sanitisation Schedule for high-touch ICT equipment like computers, mice, keyboards, tablets, laptops, headsets, switchboards and photocopiers.
- Hire skilled and experienced technical cleaners who use anti-static cleaning solution to remove micro-particles and stubborn grime before sanitising equipment to ensure the effectiveness of disinfectant.

GET A FREE QUOTE ON TECHNICAL CLEANING

Now referenced by Safe Work Australia as a major component for consideration in businesses' Back to Work Covid-19 Strategy.



KEYBOARDS
3,295 microbes
per square inch



OFFICE TELEPHONES
25,127 microbes
per square inch



COMPUTER MICE
1676 microbes
per square inch

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Hygiene Reminder Signs

- Place hand washing reminder signs in bathrooms, kitchens and beside any additional hand washing facilities to ensure employees wash their hands with soap and water for at least 20 seconds before drying them correctly with disposable paper towel.
- Erect hygiene reminder signs throughout the office to encourage correct coughing & sneezing etiquette.
- Erect signage encouraging staff to use their elbows to push elevator buttons and their body weight to push open doors. [Get a free online quote for hygiene reminder signs.](#)



Hand Sanitiser Stations

- Setup mobile hand sanitiser stations at all building entries, exits, elevators, escalators and beside any shared equipment like photocopiers and printers. [Get a free online quote on mobile hand sanitiser stations.](#)
- Use only hand sanitiser with 70–80% alcohol — the level required to kill a virus present on your hands.



Food & Beverage

- Remove any communal food and replace with individually wrapped or single-use items.
- Gloves to be made available and worn by anyone handling food for another person.



Air Quality & Ventilation

Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings. Based on how medical facilities ventilate for pathogens, increasing air flow and providing more outdoor air could be beneficial for reducing the risk of workplace infection.

- Check your building's ventilation systems are functioning properly prior to reoccupation. Clean or replace filters and establish an ongoing maintenance schedule.
- Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- Disable demand-control ventilation settings that reduce air supply based on temperature or occupancy.
- Consider running the ventilation system even during unoccupied times to maximise dilution ventilation.



Touchless Technology

Hands-free technology can help manage the risk of transmission in the workplace by eliminating the need to touch germ hot spots. Consider the following measures where budget permits.

- Install hands-free taps in bathrooms and kitchens.
- Install hands-free soap & sanitiser dispensers.
- Install automatic doors (or leave doors open to reduce touching by multiple people and encourage air flow).
- Invest in foot-operated bins.
- Replace water bubblers with hands-free hydration stations.



Communication

Alleviate 're-entry' anxiety by clearly communicating what your company is doing to keep employees safe.

- Create and test communication systems that employees can use to anonymously self-report if they feel sick, and that your company can use to notify employees of exposures, closures and new procedures.
- Ensure all employees are included in workplace communication plans (management, utility employees, relief employees, janitorial staff, maintenance staff, supervisory staff, caterers and contractors).
- Share best practices with other businesses in your community (especially those in your supply chain), chambers of commerce and associations to improve community response efforts.
- Consider offering employees incentives to use transport that minimises close contact with others (biking, walking, driving or riding by car either alone or with household members).
- Ask employees for feedback regarding ideas that could enhance workplace safety.
- Allow employees to access the office layout remotely so they feel familiar & comfortable before arriving at work.
- Regularly review and update communication to reflect policy changes, new regulatory requirements and new public health guidance.
- Consider setting up automated computer notifications for employees throughout the day to remind them of proper hygiene measures.



Key Messages for Employee Communication

- No handshakes, embraces or fist bumps.
- Stay home if sick, except to get medical care & testing.
- If you begin to feel unwell at work, notify management immediately. If symptoms are consistent with Covid-19, seek testing ASAP and return home to isolate while awaiting your test result.
- Inform supervisors if you have a sick family member at home.
- Stay 6 feet away from others when you must use a shared space.
- Apply 70% alcohol-based hand sanitiser upon entering and exiting the workplace, and where stationed at shared equipment throughout the office. Wash hands thoroughly for 20 seconds; before & after eating; after coughing & sneezing; before entering & exiting a common area; after going to the toilet; when changing tasks; and after touching potentially contaminated surfaces.
- Avoid touching your eyes, nose and mouth.
- Cough and sneeze into your elbow or a tissue, then dispose of tissues hygienically.
- If hand soap, sanitiser, hand towel or tissues require restocking, please notify management immediately.

NOTES:

DISCLAIMER: This checklist should be treated as a guide only. For the most up to date Covid-safe workplace guidelines in your state refer to [Safe Work Australia](https://www.safeworkaustralia.gov.au) and seek independent legal advice to ensure non-discriminatory implementation of new Covid-safe policies.

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