

# 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 organisation 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

Consider bringing employees who are located abroad home

Consider stopping overseas business travel and make arrangements for any overseas meetings to be held via Skype etc, 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 sanitiser to the workforce

Speak with those in charge of cleaning the workplace and ask for frequent deep cleans

Ask employees to keep you informed of any overseas holiday travel so you can manage their return

Remind employees of your annual leave cancellation procedures

Consider your response to employees cancelling annual leave 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 and keep up to date with guidance on who is advised to work from home

Create a work contingency plan in case key members of the workforce are to be absent