

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS**  
**Occupational Safety and Health Division (OSHD)**  
**Response to COVID 19 Pandemic outbreak**

**Safety and Health Checklist - Practical actions to be taken on the resumption of work**

MINISTRY/DEPT				
LOCATION:		DATE OF VISIT:		CONTACT NO:
SN	ISSUES	COMPLIANT		REMARKS
		YES	NO	
<b>1.0</b>	<b>Cleanliness of Premises</b>			
1.1	Before accessing any building, arrangements for cleaning of common areas, the interior of the building, toilets, discarding of waste, etc, should be completed.			
1.2	Regular disinfecting of common surfaces, tables, telephones, keyboards, etc.			
1.3	Reinforce the cleaning of toilets & ensure that hand wash is refilled frequently.			
<b>2.0</b>	<b>Prevention and Protection</b>			
2.1	Office Auxiliaries to be provided with appropriate gloves, face masks during cleaning activities and encouraged to practice regular hand washing,			
2.2	Ministries/Departments to organise for deep cleaning of the office premises, including toilets, kitchenettes, etc. and ensure the availability of masks for all employees and gloves for the relevant grades			
2.3	Availability of dispensers of alcohol-based hand-rub at the Reception counter.			
2.4	Receptionists to use gloves and face masks when dealing with any person at the counter (in-house and visitors).			
2.5	It should be ensured that every person entering the building sanitizes his hands and is wearing a face mask.			
<b>3.0</b>	<b>Administrative Arrangements</b>			
3.1	Name, Address, and contact details of any visitor acceding to the premises should be logged and used in the event of any Contact Tracing exercise.			
3.2	Names and contact details of all participants of a meeting should be retained for at least one month. This will help Public Health Authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.			
3.3	The main Conference Room should be provided with several hand sanitizers and every person requested to use them before any meeting and if need be during the meeting.			
3.4	Electronic Attendance system should not be used.			
3.5	The use of air conditioners should be discouraged, as far as possible; instead, keep windows and doors open for cross ventilation.			
3.6	Establish a mechanism for Health check and monitoring at office building entrances to check temperature to ensure that anyone entering the building does not have a fever.			
3.7	Develop a response plan in the event an in-house officer or someone attending a meeting suddenly falls ill.			

<b>4.0</b>	<b>Social Distancing</b>			
<b>4.1</b>	Restrict the number of employees in any office set-up. (Based on HR recommendations)			
<b>4.2</b>	Limit access to members of the public entering the building to minimize contact amongst employees and customers.			
<b>4.3</b>	Establish alternate days or extra shifts that reduce the total number of employees/ customers in a facility at a given time.			
<b>4.4</b>	Promote Social Distancing, by keeping a minimum distance of more than one meter away in any place, including offices.			
<b>4.5</b>	Scale down meetings so that fewer participants attend as far as possible.			
<b>4.6</b>	Mass gatherings such as sport events, conferences, etc. should not be held.			
<b>4.7</b>	Employees should be advised to take lifts in smaller numbers and not to exceed 50% of an elevator's maximum occupancy number per elevator ride, and practice social distancing while queuing up. Encourage the use of the staircase while moving up and down one to three levels, as far as possible.			
<b>4.8</b>	Employees should refrain from using crowded transport.			
<b>4.9</b>	The number of passengers using Government vehicles should be limited to maintain social distancing and vehicles should be disinfected regularly.			
<b>5.0</b>	<b>Provision of Sufficient facilities</b>			
<b>5.1</b>	Provision of one room to isolate officers displaying symptoms of COVID-19.			
<b>5.2</b>	A pedal waste bin with a lid to be made available in the Conference Room for disposal of used items like tissue paper, gloves, etc.			
<b>5.3</b>	Ensuring that adequate facilities for the toilet, used by committee members, are available and replenished whenever required.			
<b>5.4</b>	Provision of a sufficient number of dispensers of hand sanitizers on each level and in Conference Rooms.			
<b>6.0</b>	<b>Basic personal hygiene</b>			
<b>6.1</b>	Promote good respiratory hygiene in the workplace. Appropriate posters to be affixed conspicuously to create awareness on Personal Hygiene, hand washing, no handshaking, and measures in place, including necessary precautions to be taken.			
<b>7.0</b>	<b>COVID-19 Dedicated Response Team</b>			
<b>7.1</b>	Availability of response team for COVID-19			

Completed by: .....	Acknowledged by: .....
Signature: .....	Signature: .....