

# Checklist

- Conduct detailed risk assessment related to COVID-19 [View Source](#) ( Accessed 28 05 2020)
- Design a workplace plan related to COVID-19 [View Source](#) (Accessed 26 05 2020)
- Develop policies and protocols. Communicate them to staff [View Source](#) (Accessed 26 05 2020)
- Appoint a dedicated person to champion OH&S as it relates to COVID-19 (this need not be a medically trained person) [View Source](#) (Accessed 03 06 2020)  
[View Source](#) (Accessed 26 05 2020)
- Place systems in place for preserving of COVID-19 related records [View Source](#)(see paragraph 3.2) (Accessed 26 05 2020)
- Conduct a workplace risk assessment and communicate appropriately [View Source](#) (Accessed 28 05 2020)
- Consider any physical changes to your facilities required to meet mitigation regulations [View Source](#)(see paragraph 4) (Accessed 26 05 2020)
- Consider changes to work processes to reduce the risk of contact contamination [View Source](#) (Accessed 26 05 2020)
- Assess the risk profile of staff members and adjust individual duties accordingly [View Source](#) (Accessed 26 05 2020)
- Institute enhanced hygiene and disinfecting at your facilities Based on risk assessment and the needs of individual staff categories
- Institute sign-on screening for all staff (field and facility based staff) [View Source](#) (Accessed 02 06 2020)
- Institute temperature screening for all persons arriving at and leaving your facilities [View Source](#) (Accessed 02 06 2020)
- Plan initial and ongoing training specifically related to COVID-19 for all staff
- Provide a budget for physical modifications to the workplace, the additional training, Personal Protective Equipment (PPE), screening equipment and cleaning materials