

Suspected or Confirmed Case of Covid-19 at Work - Checklist



This checklist is intended to help our clients prepare for a positive coronavirus diagnosis in your workforce.

Planning and preparation will minimise the risk to your workers and ours, and minimise the disruption to your business.

In the event of a positive diagnosis in the workplace the priorities must be:

1. Isolation of the affected person and any person who has been in close contact
2. Cleaning and disinfecting workstations
3. Communicating to your workforce and other stakeholders

	Question	Yes Written plan in place	Yes Has a plan but not written	No Does not have a plan	No Not Relevant
1	Do you have a plan to isolate affected employees in the workplace until they can be transported home? This should include providing a disposable surgical mask.				
2	Do you have a plan for informing authorities of the positive or suspected case of covid-19, and seeking their advice?				
3	Do you have a plan for transporting affected employees' home, without exposing others?				
4	Do you have a plan for shutting part, or all of your operation for a period of time?				
5	Do you have a plan for identifying who in the workplace may have had close contact with affected employees?				
6	Do you have a plan for cleaning and disinfecting workstations of affected employees and their close contacts?				
7	Do you have a plan for communicating outcomes with your workforce and other stakeholders?				
8	Do you have a plan for providing self-isolating and quarantining employees with support, such as bringing groceries and other supplies?				
9	Do you have a plan for monitoring affected employees to ensure they are following self-isolating or quarantining requirements?				
10	Do you have a plan for managing the return of affected employees to the workplace?				