

COVID-19 SAFETY CHECKLIST FOR WORKSPACES

GLOBAL BEST PRACTICE GUIDELINES

RUN THIS CHECKLIST ATLEAST THRICE A DAY

Entry Process

- "No Mask - No Entry" - Strict implementation for everyone - employees/ visitors/ suppliers etc. Issue disposable mask if someone turns up without mask.
- Thermal screening at all entry points. No entry for high temperature > 100°F /other COVID-19 symptoms person. Record all such cases.
- Proper PPE (masks + gloves) worn by security, reception and housekeeping staff.
- Only pre-registered visitors allowed beyond the reception.
- Ensure contactless delivery implemented at the reception.
- Availability of hand sanitizers / hand wash at all entry points (use of touch-free mechanism wherever possible).

Routine Sanitization

- Cleaning of workstations, meeting rooms, cafeteria, tables, chairs, vending machines, garbage bins and restrooms with 1% Sodium Hypochlorite solution.
- Sanitisation of highly exposed areas like lifts, lift buttons, door knobs / handles with 1% Sodium Hypochlorite solution; use 70% alcohol based sanitiser where Sodium hypochlorite is not suitable.

- Cleaning of electronic equipment such as telephone, desktop, keyboards and biometric machines with 70% alcohol based sanitiser & linen / absorbable cloth.
- Cleaning of cafeteria items – utensils and crockeries - with a lime based liquid soap & hot water.
- Cleaning of reusable PPE / cleaning gear with 1% Sodium Hypochlorite and hot water immediately after each use.
- Garbage bins within premises are closed with lids.
- Garbage bins emptied in a secure and closed disposal area.

Precautionary Measures

- Social distancing within office premises - alternate seating (minimum 6 feet distance) arrangement being followed at workstations / meeting rooms, cafeterias, break rooms and reception lobby.
- Social distancing within restrooms - use of alternate urinals.
- Everyone within the premises is wearing a mask except while eating or drinking (eating / drinking allowed only in designated areas).
- Availability of hand sanitizers / hand wash on all tables, rooms and restrooms (use of touch-free mechanism wherever possible).
- All fingerprint biometric access doors are kept open during operating hours.

Implement this SOP or your own SOP on [COVID Safety App](#)