



COVID SAFE DAILY CHECKLIST

Checklist Conducted by:..... DATE:...../...../202.....

- Put up posters around the workplace on keeping at least 1.5 metres distance between everyone at the workplace.
 - Erect signs at the entrances to the event to ensure the maximum safe capacity is not exceeded.
 - Provide social distancing markers on the floor in areas where customers line up or where workers perform tasks.
 - Nominate a person in area's to be responsible for keeping everyone the required 1.5 metre distance apart in accordance with the latest government requirements.
 - Have hand sanitiser stations at entry and distributed around the workplace/event.
 - Put up posters with instructions on how to hand wash/hand rub.
 - Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick.
 - Instruct your workers to limit contact with others— no shaking hands or touching objects unless necessary.
 - Put up signs to request customers to limit the touching of surfaces.
 - Ensure any frequently touched areas by workers or customers are cleaned regularly with detergent or disinfectant.
 - Instruct workers to clean personal property that comes to work, such as sunglasses, mobile phones and iPads with disinfectant, such as disinfectant wipes.
 - Put up signs about the symptoms of COVID-19 in the workplace.
 - Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the National Coronavirus hotline (1800 020 080).
 - Instruct workers to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
 - Treat personal information about individual workers' health carefully, in line with privacy laws.
 - Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in your workplace.
 - Consider what you will do if one of your workers is suspected or confirmed to have COVID-19, including how you will support that worker and what you need to do to ensure the workplace remains safe for other workers.
 - Consider if you have appropriate cleaning products and personal protective equipment available to disinfect your workplace following an outbreak. If you do not, consider options for hiring a cleaning company to do this work.
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