



Return to Work Checklist

Medtronic



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Return to Work Checklist



An essential element of the Protocol is that all employers must develop a Covid-19 Response Plan that enables a phased return to work. The timeline will be spread several months as per the Governments Overview of Reopening Phases, commencing on the 18th May 2020.

The formal Protocol from the Government enables businesses to plan for the return to work. As the Protocol is a living document, i.e. subject to periodic changes, information will be reviewed and updated once those measures have been announced by Government.

This checklist is a guide, as always with Safety, Health and Welfare at Work Act 2005, a competent person should conduct a comprehensive review of the physical building and environs. In line with above Act, hazards have to be identified, risks of those hazards have to be assessed and appropriate control measures need to be put in place using the hierarchy of controls.

With regard to Covid-19, the most effective control in the circumstances is to keep people working at home as long and as often as possible. However, the Protocol allows for a gradual return to work based on certain parameters such as physical distancing, hand hygiene etc.

The following checklist **aids** the employer to meet those parameters.

Return to Work Checklist

Compliance

	Yes	No	Action
Has the employer appointed a management team?			
Has the employer appointed a Lead Worker as per the Protocol?			
Is there a forum to communicate with employees? e.g. safety committee,			
Has the employer an initial return to work date based on the Overview of Reopening Phases?			

Training

	Yes	No	Action
Have employees received mandatory Covid-19 training which explains what Covid-19 is, what the signs and symptoms are, how it is spread, and the appropriate infection control?			
Has the Lead Worker received appropriate Covid-19 training?			
Have First Aid Responders received enhanced training relevant to infection control and PPE, e.g. face shields?			

Documentation

	Yes	No	Action
Has a Covid-19 Response Plan been communicated and agreed?			
Has a Suspected Case of Covid-19 Response Plan been communicated and agreed?			
Have employees completed Return to Work Forms at least three days prior to commencement of work?			
Have employees been advised appropriately regarding Covid-19, i.e. seek medical advice where required? E.g. self-isolating, tests,			

Physical Distancing

	Yes	No	Action
Has capacity been assessed within the building so as to work with 2 metre distancing?			
Are screens required in the premises? e.g. security, reception, canteen.			
Are there controls in place re canteens i.e. staggered entry, supervision?			
Are passenger lifts controlled regarding use, are the stairs being suggested. If more than one lift, can lifts be designated as up/down with capacity controls, distancing, masks?			
Are Desks/Workstations/Offices compliant with 2 metre distancing? No face to face working?			
Are car spaces ensuring distancing? i.e. coned off every second space.			
Are areas prone to congregation supervised so as to prevent gathering? e.g. water dispensers, copying machines.			
Are meetings necessary, can they be done by Zoom, Skype, if they are can they be done with appropriate distancing of 2 metres.			
Are there signs denoting max number?			
Has reception been controlled so as to stop congregation whilst signing in/out, no pen in place. Has cleaning of log-in iPads been arranged. Name tags are either disposable or not in place.			
Are toilets supervised as to numbers, e.g. lockable first doors so as to prevent congregation.			
Has Covid-19 social distancing signage been placed throughout the premises?			
Have the locker room ('s) been addressed/supervised as to numbers permitted?			
Have the shower room ('s) been addressed/supervised as to numbers permitted?			

Hygiene

	Yes	No	Action
If cash is normally used, e.g. canteen, can cashless payment be made, i.e. contact credit card.			
Are sufficient hand cleansing points available, soap and dryers in toilets and throughout the premises. Are vehicles provided with cleaning materials and hand gels?			
Is there a regular cleaning regime consisting of cleaning door handles, work surfaces etc at least twice a day, or more as required?			
Has Covid-19 hand hygiene signage been placed throughout the premises?			
Have canteen employees been given Covid-19 induction training if non-employees?			
If new chemicals used for cleaning in place, are there SDS sheets?			
Where different shifts or hot working are occurring, have work surfaces been cleaned/disinfected, e.g. car/van/lorry surfaces such as doors, steering wheel etc. Have workstations been cleaned/disinfected at change of user.			
Have office cleaners, cleaners in general received Covid-19 induction training?			
Is there appropriate PPE available for all persons on the premises, e.g. gloves, masks where required?			
Is there supervision on all matters relevant to cleaning/disinfecting?			
Has Covid-19 signage been placed throughout the premises?			
Are visitors such as contractors given induction training relevant to compliance to infection control of Covid-19?			

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Building / Premises

	Yes	No	Action
Have the sinks, basins, shower been flushed to get rid of stagnant water, e.g. legionnaires?			
Make contact with supplier/ manufacturer re air conditioning start up?			
Are defibrillators working, are first aid kits replenished with Covid-19 masks, gloves, face shields if required.			
Has an isolation area been set aside which ideally has a window for ventilation, has a chair/couch, has wipes, disinfection, masks, gloves, aprons, face shields etc?			
Has a standby area been identified?			
Have extra areas for bikes been set aside?			
Have car spaces been coned off to allow for distancing?			
Are fire alarms working.			
Have considerations been made for assembly points in the event of evacuation? E.g. 2 metre distancing.			
Have fire evacuation procedures been amended to allow for distancing while exiting building speedily?			
How will people with disabilities be evacuated? if close as in evac-chair, then face shields are used.			

Third Party

	Yes	No	Action
Has contractor induction course been arranged?			
Are arrangements in place to meet couriers, visitors etc,			

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Covid-19

	Yes	No	Action
Are employees trained/informed in how to seek medical advice?			
Have sick policies been amended?			
Is there a contact log in place?			
Are arrangements in place to allow or not, previous Covid-19 cases.			
Is there an EAP programme in place?			
Has disciplinary code addressed breaches of Covid-19 protocols?			
Are supports in place re Mental Health/Stress?			
Have return to work forms been completed?			
Is temperature testing in place, if so, is there awareness of asymptomatic People?			
Is hand hygiene policy enforced? Signage in place?			
Is there a cough/sneeze etiquette in place visually, signage?			
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Transport / Travelling

	Yes	No	Action
Have guidelines been issued as to best practice when traveling for business?			
Are cleaning/disinfection materials available for cleaning transport, e.g. cars/vans/lorries?			

Health and Well- Being

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	Yes	No	Action
Have we communicated to our employees on all aspects of Covid-19 Control measures in place?			
Do we have EAP and/or Critical Incident Stress Management (CISM) in place where needed?			
Are contact details available for our employees relevant to EAP and/or Critical Incident Stress Management (CISM)?			
Have we made contact details available re publicly available sources of support and advice and information about Covid-19 stress etc?			

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