

Checklist for managing coronavirus in the workplace

- Review the **Coronavirus Guide for Business Owners** to help you understand your obligations
- Assess the risk of coronavirus exposure in your operations, and keep employees updated on what you are doing to ensure their health and safety
- Stay up to date with Government guidance on what countries are higher risk for travel, and effectively managing health and safety risks relating to coronavirus
- Implement Employsure's **Dealing with coronavirus in the workplace** policy across your business
- Remind employees of good hygiene measures, as outlined in the above policy
- Make sure managers are aware of the above policy, and consistently enforce compliance with the policy
- Ensure alcohol based hand sanitiser, soap, tissues, masks and disinfectant wipes are available to the workforce
- Speak with those in charge of cleaning the workplace and ask for frequent deep cleans
- Consider stopping overseas business travel and make arrangements for any overseas meetings to be held via Skype etc, or postpone them
- Ask employees to keep you informed of any overseas holiday travel so you can manage their return
- Assess whether employees can work from home instead of coming to the workplace, and begin to prepare for this in case it becomes necessary
- Remind employees of your annual leave cancellation procedures
- Consider your response to employees cancelling annual leave plans