**CREATING a COVID-19 SAFE WORKPLACE**

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|  | Building modifications checklist |  |  |  |
|  | Best practice | Responsible officer | Deadline | Satisfactory |
| **General** |  |  |  |  |
|  | Automatic doors installed or doors kept open | BH | 20 June | ✓ |
|  | Signage installed throughout the building advising on maximum number of persons per room, taking into account physical distancing requirements | KE | 20 June | ✓ |
|  | Furniture removed to enforce social distancing and discourage socialising |  |  |  |
| **Reception** |  |  |  |  |
| *Signage* | Notice of maximum building occupancy posted |  |  |  |
|  | Health precaution notices posted |  |  |  |
| *Tracking* | Receptionist monitoring maximum building occupancy |  |  |  |
|  | Receptionist keeping register of clients (including contact details) |  |  |  |
|  | Receptionist keeping schedule of who to notify in case of incident |  |  |  |
| *PPE* | Hand sanitiser station (with notice requesting visitors use it) |  |  |  |
|  | Masks available (with notice requesting clients use them) –especially important for organisations working with vulnerable populations. Face shields available (with notice requesting clients use them if a mask cannot be worn). |  |  |  |
| *Physical distancing* | Separate in and out traffic streams |  |  |  |
|  | Chairs 1.5 metres apart |  |  |  |
| *Hand transmission* | Automatic doors installed or doors kept open |  |  |  |
|  | No magazines |  |  |  |
| *Cleaning* | Surfaces cleaned regularly (frequently touched surfaces such as door handles, handrails, lift buttons, photocopier, benchtops etc. |  |  |  |
| **Meeting rooms** |  |  |  |  |
| *Signage* | Notices of maximum room occupancy posted |  |  |  |
|  | Incident procedures notice posted |  |  |  |
| *PPE* | Hand sanitiser station (with notice requesting employees/clients use it) |  |  |  |
|  | Masks available (with notice requesting employees/clients use them)  |  |  |  |
| *Hand transmission* | Non-contact light activation installed |  |  |  |
|  | Automatic doors installed *or* doors kept open |  |  |  |
| *Cleaning* | Surfaces cleaned regularly  |  |  |  |
| **Co-working areas** |  |  |  |  |
| *Signage* | Notices of maximum room occupancy posted |  |  |  |
|  | Health precaution notices posted |  |  |  |
|  | Incident procedures notice posted |  |  |  |
| *PPE* | Hand sanitiser station (with notice requesting employees/clients use it) |  |  |  |
|  | Masks and disposable gloves available (with notice requesting employees/clients use them)  |  |  |  |
| *Physical distancing* | Notices of one-way traffic arrangements posted |  |  |  |
|  | Desks positioned 1.5 metres apart |  |  |  |
|  | Screen dividers installed between workstations |  |  |  |
|  | Physical distancing indicators at joint use facilities (printer, watercooler etc) |  |  |  |
|  | Excess furniture removed from break-out areas |  |  |  |
| *Hand transmission* | Automatic doors installed or doors kept open |  |  |  |
| *Cleaning* | Surfaces cleaned regularly |  |  |  |
| **Lifts** |  |  |  |  |
| *Physical distancing* | Notice of maximum capacity posted, taking into account physical distancing; users 1.5 metres apart |  |  |  |
| *Cleaning* | Surfaces cleaned regularly |  |  |  |
| **Bathrooms** |  |  |  |  |
| *Signage* | Notice of maximum room occupancy posted |  |  |  |
|  | Health precaution notices posted |  |  |  |
|  | Incident procedures notice posted |  |  |  |
| *PPE* | Hand sanitiser station (with notice requesting visitors/clients use it) |  |  |  |
| *Physical distancing* | Some urinals closed, if necessary, to ensure 1.5 metre distancing |  |  |  |
| *Hand transmission* | Touch-free taps installed |  |  |  |
|  | Automatic doors installed or doors kept open |  |  |  |
| *Cleaning* | Surfaces cleaned regularly |  |  |  |
| **Kitchen** |  |  |  |  |
| *Signage* | Notice of maximum room occupancy posted |  |  |  |
|  | Health precaution notices posted |  |  |  |
|  | Incident procedures notice posted |  |  |  |
| *PPE* | Hand sanitiser station (with notice requesting visitors/clients use it) |  |  |  |
|  | Disposable gloves provided |  |  |  |
| *Physical distancing* | Chairs and stools removed, if necessary |  |  |  |
|  | Physical distancing indicators posted at joint-use facilities |  |  |  |
| *Hand transmission* | Touch-free taps installed |  |  |  |
|  | Automatic doors installed or doors kept open |  |  |  |
|  | Tea towels removed and replaced with paper towels |  |  |  |
|  | Coffee machine, urn and kettle removed |  |  |  |
| *Cleaning* | Surfaces cleaned frequently (benchtops, refrigerator etc) |  |  |  |
| **Isolation room** |  |  |  |  |
|  | Uninhabited room designated for people needing to be temporarily quarantined  |  |  |  |