

Assessor

Date

COVID-19 Daily Checklist

Version 7.0

@2014 T100 Risk Manager

Location

Reference

## 1. Infection Control

1.1. Do all staff have access to suitable hand washing facilities to include soap and warm water including Hand drying i.e. Disposable Towel and Roller Towels.

Yes

No

1.2. Do all staff including routepersons have access to alcohol (minimum 60%) based hand sanitisers?

Yes

No

1.3. Are staff observing the government guidance on separation distance WHERE PRACTICABLE?

Yes

No

1.4. Do all staff who handle soiled/returned linen wear suitable EN 388 gloves?

Yes

No

1.5. Are visitors and contractors on site kept to an absolute minimum?

Yes

No

1.6. Have cleaning schedules been reviewed to ensure that high risk contact areas and touch points e.g. door handles, light switches, vending machine buttons, are being regularly disinfected?

Yes

No

1.7. Are staff members wearing disposable/suitable gloves for all cleaning processes?

Yes

No

1.8. Are all staff members following normal preventative actions whilst at work including regular hand washing and avoiding touching eyes, nose or mouth?

Yes

No

1.9. Are staff adhering to any additional measures put in place such as using one-way pedestrian systems, specific access/egress doors etc.?

Yes

No

1.10. Are all general waste bags secured and disposed of correctly?

Yes

No

## 2. Information

2.1. Are relevant COVID-19 updates posted on staff noticeboards or provided via internal communications?

Yes

No

2.2. Are all staff members aware of the symptoms of COVID-19?

Yes

No

2.3. Is guidance on correct hand washing technique displayed at appropriate locations?

Yes

No

2.4. Are all visitors/contractors given information/direction on hand washing facilities and general guidance?

Yes

No

2.5. Are customer service staff aware of the infected linen procedure in order to inform the customer(s)?

Yes

No

## 3. Management

3.1. Are daily checks carried out to ensure all controls and policies are being adhered to?

Yes

No

#### 4. Personal Protective Equipment

4.1. Do all staff have individual face coverings/visors and suitable gloves?	Yes	
	No	
4.2. Have all staff been trained in the correct use of all issued PPE?	Yes	
	No	
4.3. Do all staff have access to disposable and replacement items of PPE where applicable?	Yes	
	No	