

EMPLOYEES CHECKLIST

WORK SAFELY TO STOP COVID-19



Coronavirus
COVID-19
National
Programme

1. WEAR A FACE MASK WHEN

- CAR POOLING
- IN COMMUNAL SMOKING AREAS
- QUEUING FOR CLOCKING IN AND OUT AND AT BREAK TIMES
- IN LOCKER AND TOILET AREAS

2. MAINTAIN PHYSICAL DISTANCING

- WHILE QUEUING FOR CLOCKING IN AND OUT
- AT BREAK TIMES
- IN LOCKER AND TOILET AREAS
- IN COMMUNAL SMOKING AREAS

3. WORKING AND SUPPORT

- IF YOU CAN WORK FROM HOME, CONTINUE DO SO
- KNOW WHERE TO GET SUPPORT IN AND OUT OF THE WORKPLACE

4. CLEANING

- ENSURE YOU RECEIVE TRAINING ON HOW TO CLEAN YOUR WORKSPACE PROPERLY
- USE CLEANING MATERIALS PROVIDED TO KEEP YOUR WORKSPACE CLEAN

5. LEAD WORKER REPRESENTATIVE

- DO YOU KNOW YOUR LWR?
- PARTICIPATE AS A LWR
- WORK WITH YOUR EMPLOYER TO ENSURE THE COVID-19 RESPONSE PLAN IN YOUR WORKPLACE IS IMPLEMENTED AND KEPT UP TO DATE