

COVID-19 Good Practice Checklist

Workers

This checklist has been developed to inform workers about what they need to do to help prevent the spread of COVID-19 in their workplace. Employers and workers must work together to protect everyone at the workplace. Further information can be found at gov.ie, hse.ie, hpsc.ie and hsa.ie

Note: Workers should follow the Public Health advice and guidance as it relates to workplace and community settings.

No.	Controls	✓Yes	✓No	Action Required
1.	Do you know that you must stay at home from work if you have signs or symptoms of COVID-19, and get tested? If your test result is positive (antigen or PCR) you must stay at home and follow Public Health advice.			
2.	Are you keeping up to date with the latest Public Health and Government advice on COVID-19?			
3.	Are you aware of the signs and symptoms of COVID-19 ?			
4.	Do you know how the virus is spread ?			
5.	Have you told your employer if you fall into any of the higher risk groups ?			
6.	If you are returning to work following COVID-19 absence have you viewed the Interim Guidance for Workers on Fitness for Work following COVID-19 absence ?			
7.	Is there continued regular engagement between your employer and you and/or your recognised Trade Union or other representatives about COVID-19 infection prevention and control (IPC) measures in your workplace?			
8.	Have you co-operated with your employer to make sure the IPC measures are maintained?			
9.	Are you aware of the role of vaccination as a measure to prevent the spread of COVID-19, and that vaccination is voluntary?			
10.	If your employer is considering using Rapid Antigen Diagnostic Testing (RADT) have they consulted with you and your representatives in advance of such tests?			

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11.	Do you know what to do if you display signs or symptoms of COVID-19 at work or at home?			
12.	Do you know who to contact if you develop symptoms of COVID-19 at work, and the procedures in place?			
13.	Do you know who your Lead Worker Representative is, and how to contact them?			
14.	Do you know what to do in relation to good hand hygiene and respiratory etiquette? Do you know the importance of ventilation, and to open windows, wherever possible?			
15.	Do you know how to wash your hands properly? See hse.ie			
	<p>Wash hands with soap and water or with hand sanitiser for at least 20 seconds and in particular:</p> <ul style="list-style-type: none"> • after coughing and sneezing • before and after eating • before and after preparing food • before and after removing a face covering • if in contact with someone who is displaying any COVID-19 symptoms • before and after being on public transport • before and after being in a crowd • when arriving or leaving the workplace/other sites • when entering and exiting vehicles • before having a cigarette or vaping • when hands are dirty. If visibly dirty, wash hands with soap and water, and • after toilet use. 			
16.	Do you know where your nearest hand washing / hand sanitising stations are?			
17.	Do you know how to wear a face mask/covering properly and to ensure they are clean and not shared or handled by others? Watch the ECDC video 'Do you know how to wear your face mask properly?' See hse.ie for further information.			

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18.	Do you know to avoid touching your face (eyes, nose, mouth)?			
19.	Do you understand the purpose of your employer providing attendance information, should the Dept of Public Health have to investigate an outbreak of COVID-19 in your workplace?			
20.	Have you been made aware of any changes to risk assessments relevant to your work activities, and any changes to the safety statement, in response to the infection prevention and control measures put in place to prevent the spread of COVID-19 in the workplace?			
21.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimise the risk of you and others being exposed to COVID-19?			
22.	Do you know to avoid sharing items such as food and drink, cups, bottles, cutlery, pens etc.?			
23.	Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?			
24.	Do you know workplace and contact points should be regularly cleaned?			
25.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace? If travelling on public transport to and from work you must continue to wear a face mask/covering.			
26.	Workers travelling to and from work in cars should also consider wearing a face mask/covering. Workers who use or share work vehicles may also consider using a face mask/covering.			
27.	Have you been provided with hand sanitisers and cleaning equipment for your work vehicle, with cleaning taking place before and after each shift?			

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28.	Do you know that vehicle heating and ventilation systems should not be set to recirculate air? Where cars are used, partially open two windows on opposite sides to improve ventilation.			
29.	If you travel overseas, are you keeping up to date with advice for people who arrive into Ireland from abroad ?			
30.	Do you know what supports are available to you if you are feeling anxious or stressed?			
Additional Information				

Name: _____ Signature: _____ Date: _____

The information contained in this checklist is for guidance purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this checklist.