Provided by Verlingue

Examine Your Risk

This guide is not intended to be exhaustive, nor should any discussion or opinions be construed as legal advice. Readers should contact a legal professional for legal advice.

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The COVID-19 pandemic has impacted businesses across a variety of industries, forcing them to rethink their daily operations to ensure the safety of their employees and the general public. In fact, procedures related to employee health and safety, leave, housekeeping, remote work and similar workplace policies have all had to evolve as a result of COVID-19. This is particularly true when you consider that just one misstep could put an employee’s well-being in jeopardy.

As a result of the unprecedented challenges the COVID-19 pandemic brings, businesses should review their protocols to ensure they are doing all they can to protect their workforce and manage their operations. Thankfully, assessing your exposures and taking the appropriate precautions can go a long way toward safeguarding your business.

This questionnaire gives businesses the opportunity to review categories specific to COVID-19 and take actions to address those risks.

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| **COVID-19 RESPONSE PLAN** |
| **Assessment** | **Yes** | **No** | **N/A** | **Notes** |
| Does your business have a COVID-19 response plan in place that is tailored to your business? |  |  |  |  |
| Does your organisation’s response plan have procedures for monitoring COVID-19 developments? |  |  |  |  |
| Does your organisation’s response plan lay out procedures for protecting individuals (eg employees, customers and visitors) from COVID-19? |  |  |  |  |
| Does your organisation’s response plan have procedures for communicating with employees, customers and other third parties? |  |  |  |  |
| Does your organisation’s response plan take applicable compliance requirements and government guidelines into account? |  |  |  |  |
| Does your organisation’s response plan identify core business functions needed to maintain operations during the COVID-19 pandemic and outline ways to maintain those functions? |  |  |  |  |
| Does your organisation’s response plan take potential supply chain disruptions into consideration? |  |  |  |  |
| Has your organisation reviewed and adjusted its workplace policies in light of COVID-19? |  |  |  |  |

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| **STAYING INFORMED** |
| **Assessment** | **Yes** | **No** | **N/A** | **Notes** |
| Does your organisation have a process in place to monitor COVID-19 developments? |  |  |  |  |
| Does your organisation continually monitor the World Health Organisation [website](https://www.who.int/emergencies/diseases/novel-coronavirus-2019) for updates regarding COVID-19? |  |  |  |  |
| Does your organisation review COVID-19 guidance from the [HSE](https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner) and [UK government](https://www.gov.uk/coronavirus)? |  |  |  |  |
| Does your organisation monitor COVID-19 updates from the [NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/)? |  |  |  |  |
| Does your organisation review industry and third-party guidance related to COVID-19? |  |  |  |  |

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| **COMMUNICATION** |
| **Assessment** | **Yes** | **No** | **N/A** | **Notes** |
| Has your organisation shared and explained its COVID-19 response plan with employees? |  |  |  |  |
| Does your organisation distribute information to employees on ways to prevent the spread of COVID-19? |  |  |  |  |
| Has your organisation created an internal website staff can use to access COVID-19 information? |  |  |  |  |
| Does your organisation utilise signage to inform employees, customers and other third parties of COVID-19 procedures? |  |  |  |  |
| Does your organisation have procedures in place for informing employees of suspected or actual exposure to COVID-19? |  |  |  |  |
| Does your organisation’s communication plan account for customers, vendors and other third-party partners by informing them of relevant changes at your organisation or steps your organisation is taking to limit the spread of COVID-19? |  |  |  |  |
| Has your organisation identified points of contact employees can use to bring forward COVID-19 questions and concerns? |  |  |  |  |

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| **WORKPLACE HEALTH AND SAFETY** |
| **Assessment** | **Yes** | **No** | **N/A** | **Notes** |
| Has your organisation conducted hazard assessments to determine what parts of your operations need to be adjusted for COVID-19 risks? |  |  |  |  |
| Has your organisation conducted hazard assessments to determine which of your workers are the most at-risk? |  |  |  |  |
| Has your organisation established a cross-functional team to recommend and execute workplace procedures regarding COVID-19 safety? |  |  |  |  |
| Does your organisation have infectious disease protocols compliant with health and safety requirements in place? |  |  |  |  |
| Does your organisation have policies in place regarding at-risk workers? |  |  |  | Organisations should establish policies around workers and visitors who have:* Upper respiratory symptoms
* Fevers
* Travelled to areas where there is community spread of COVID-19
* Been in close contact with individuals who are known to have COVID-19
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| Does your organisation have procedures in place regarding workplace cleanings? |  |  |  | It’s important for organisations to increase access to hand sanitisers and disinfectants. Additionally, organisations should increase the disinfection and cleaning of workspaces, particularly in high-traffic areas. Frequently touched surfaces should be sanitised regularly. |
| Does your organisation have procedures in place regarding handwashing? |  |  |  | Organisations should increase employee access to handwashing stations. Include signage regarding hygiene best practices, and use touchless soap and paper towel dispensers, if possible. |
| Does your organisation require employees to engage in social distancing? |  |  |  | Businesses should encourage employees to engage in social distancing. Employees should stay 2-3 metres away from others whenever possible. |
| Are employees avoiding the use of multi-touch devices? |  |  |  |  |
| Has your organisation considered rearranging/redesigning office spaces (eg break rooms and cubicles) to promote social distancing? |  |  |  |  |
| Does your organisation have policies in place regarding the use of personal protective equipment (PPE)? |  |  |  | Businesses should communicate clear instructions on how to use and ration PPE. Employees should understand when to use PPE at work. |
| Are face coverings or masks provided to employees? |  |  |  | The HSE requires all employers to provide all necessary PPE (including face coverings or masks) to their employees free of charge. |
| Do cleaning routines use soap and water, and disinfectants recommended for use against SARS-CoV-2, the virus that causes COVID-19? |  |  |  |  |
| Are cleaning supplies stocked? |  |  |  |  |
| Are all multi-touch surfaces, such as door handles, part of cleaning routines? |  |  |  |  |

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| **HUMAN RESOURCES** |
| **Assessment** | **Yes** | **No** | **N/A** | **Notes** |
| Has your organisation reviewed its policies to ensure they are in line with government guidance? |  |  |  |  |
| Do your organisation’s policies and procedures account for potential workplace closures following employee exposure to COVID-19? |  |  |  | Following employee exposure, businesses may want to close their offices altogether to encourage social distancing. If this isn’t possible, businesses should stagger shifts and increase cleaning procedures. |
| Do your organisation’s policies promote workplace flexibility? |  |  |  | Businesses should establish policies that allow employees to work from home when possible. |
| Are supervisors properly trained on COVID-19? |  |  |  | Supervisors should understand the signs and symptoms of COVID-19, how it spreads and internal policies and procedures related to addressing COVID-19 concerns in the workplace. |
| Does your organisation have response plans in place should your business see increases in absenteeism? |  |  |  |  |

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| **TRAVEL** |
| **Assessment** | **Yes** | **No** | **N/A** | **Notes** |
| Does your organisation have policies that prohibit travel to high-risk areas? |  |  |  | Businesses should prohibit travel to any high-risk locations by following [government guidance.](https://www.gov.uk/guidance/travel-advice-novel-coronavirus) |
| Does your organisation have a policy that prohibits non-essential, work-related travel? |  |  |  | In the near term, businesses should consider prohibiting or scaling back non-essential business travel to protect employees. |
| Does your organisation have policies and procedures to discourage travel to and from locations where COVID-19 is spreading? |  |  |  | Companies should discourage travel to and from locations with high COVID-19 rates and where COVID-19 is spreading. |
| Are employees required to disclose whether or not they have travelled to areas where COVID-19 has been detected? |  |  |  | Consider asking employees returning from areas where COVID-19 has been detected to refrain from entering the workplace for a pre-established length of time (eg 14 days). |

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| **REMOTE WORK AND CYBER-SECURITY** |
| **Assessment** | **Yes** | **No** | **N/A** | **Notes** |
| Does your organisation have policies and procedures that allow employees to work remotely? |  |  |  | To improve social distancing, businesses should promote remote work whenever possible. When doing so, businesses should increase communication and ensure employees have direct access to technical support and information regarding remote work best practices (eg setting boundaries and creating a healthy work-from-home environment). |
| Does your organisation have policies and procedures that require employees to hold virtual meetings when possible? |  |  |  | To encourage social distancing, virtual meetings should be utilised instead of in-person gatherings whenever possible. |
| Do your organisation’s remote work policies take cyber-security into account? |  |  |  |  |
| Are supervisors encouraged to check in with remote employees on a frequent basis? |  |  |  |  |
| Do your organisation’s remote work policies take potential challenges into account (eg workplace distractions and workstation ergonomic concerns)? |  |  |  |  |

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| **EMERGENCY ACTION AND BUSINESS CONTINUITY** |
| **Assessment** | **Yes** | **No** | **N/A** | **Notes** |
| Do you have a business continuity plan in place? |  |  |  | Companies should have a business continuity plan in place. This plan should identify roles essential to the continued operation of your business. Plans should also take issues related to travel and remote work into account. |
| Have HR and other key stakeholders provided input on the business continuity plan? |  |  |  |  |
| Is your response plan scalable and tailored to the unique needs of your business? |  |  |  |  |
| Does your response plan take supply chain disruptions into account? |  |  |  |  |