
THIS IS AN EDITABLE DOCUMENT

Use this document if you wish to edit the COVID-19 Business Restart Checklist to your business needs, after making your edits you will need to follow these few simple steps to enable the Yes / No tick boxes to be checked.

For PC Users

Open the COVID-19 Business Restart Checklist document

Make any edits or additions you require to the document

Click on the **File** menu and select **Options**

Click on the **Customize Ribbon** menu

In the right column **Customize the Ribbon**, tick the **Developer** checkbox, so it will display the Developer menu in Word, then click **OK**

Click the **Developer** menu and click **Restrict Editing** button

Under **2. Editing restrictions**, tick **Allow only this type of editing in the document**

And select **Filling in forms** in the dropdown

Click the button **Yes, Start Enforcing Protection** and enter a password

Click **OK** and **Save** the document

This enables the document to be a form that can be checked on and off in the check boxes.

For Mac Users

Follow the above instructions but use the Protect Form button instead of Restrict Editing

Passwords are not required on the Mac



COVID-19

Business Restart Checklist

This template is intended to assist member businesses develop their own workplace checklist. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the checklist. Therefore, we recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

For more information on our Health, Safety and Wellbeing consulting services contact 03 8662 5196 or email hsw@victorianchamber.com.au

1.0 MANAGEMENT OF CRITICAL ACTIONS

Ref	Description	Yes	No
1.1	A centralised business action plan is being used (e.g. Business Restart).	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Action plan outlines actions to be implemented prior to operational activity.	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Action list is reviewed and updated regularly.	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Action list incorporates roles and responsibilities of critical teams and restart timelines.	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Observed evidence matches the reported status of actions and can be verified.	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Liaison with appropriate external and government organisations to ensure all appropriate control measures are implemented into business operations before restart.	<input type="checkbox"/>	<input type="checkbox"/>
1.7	A systematic review of all relevant legal obligations required to be implemented has been undertaken and all appropriate documentation updated.	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Ensure loans with creditors and investors are reviewed to the Terms and Conditions of contracts etc. that may impact business operations in the longer term.	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Consult with legal advisors, as necessary, for interpretation of, and potential liability for, shortfalls with governments or regulators.	<input type="checkbox"/>	<input type="checkbox"/>

2.0 SITE PREPAREDNESS – INCLUDING SOCIAL DISTANCING

Ref	Description	Yes	No
2.1	Sanitisation sites provided – 1 for every 15 people.	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Sanitisation sites include hand sanitiser; anti-bacterial wipes and a disposal bin.	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Employee inductions and refreshers include updated information relate to current operations, legal requirements and external information to ensure health and safety of personnel.	<input type="checkbox"/>	<input type="checkbox"/>
2.4	There is a documented contractor management plan or system in place.	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Contractors are subjected to risk assessment prior to commencing operational activity.	<input type="checkbox"/>	<input type="checkbox"/>
2.6	One-way walkways are determined and marked accordingly.	<input type="checkbox"/>	<input type="checkbox"/>
2.7	2 metre distance marking is placed on floors.	<input type="checkbox"/>	<input type="checkbox"/>
2.8	Where possible, ensure workstation users are 2 metres apart.	<input type="checkbox"/>	<input type="checkbox"/>
2.9	If 2.5 is not feasible, consider organisational modifications such as some employees working from home every other day or ½ day every day.	<input type="checkbox"/>	<input type="checkbox"/>

3.0 MANAGEMENT OF SITE DISINFECTION PRIOR TO AND DURING OCCUPATION

Ref	Description	Yes	No
3.1	Prior to re-occupation, sites will be thoroughly cleaned and disinfected. This must include all floors, hard surfaces e.g. cupboards, desktops, etc., toilets, showers, taps, door handles, handrails, reception, training rooms and client service areas.	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Following restart, high traffic areas, entrances to offices and client service areas will be cleaned and disinfected twice daily along with toilets, showers, taps, door handles and handrails.	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Meeting rooms provided with hand sanitiser; anti-bacterial wipes and a disposal bin.	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Employees provided with ongoing information regarding hygiene and cleaning/disinfection rules while on-site and when using pool or rental cars.	<input type="checkbox"/>	<input type="checkbox"/>

4.0 CRISIS COMMUNICATION

Ref	Description	Yes	No
4.1	Notify all employees of the Restart programme.	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Notify employees of any Introduction of new physical changes.	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Notify employees regarding any changed processes and operating procedures.	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Notify employees of infection control processes introduced throughout business operations.	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Ensure clients and suppliers are notified regarding business the restart impacts on delivery of services.	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Ensure communications remain open and transparent with all suppliers, creditors and community stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Changes to processes are displayed on a notice board for employees to action.	<input type="checkbox"/>	<input type="checkbox"/>

5.0 EMPLOYEE RESTART PROCESS

Ref	Description	Yes	No
5.1	Essential employees notified and commence.	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Sites cleaned, disinfected, prepared for reoccupation and risk assessed.	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Second group of employees re-commence occupation.	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Changes to maintenance processes and operating procedures are risk assessed and documented.	<input type="checkbox"/>	<input type="checkbox"/>
5.5	All other personnel given restart dates as per Executive direction.	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Hygiene (see part 7) and infection control (see part3) processes reinforced throughout business operations.	<input type="checkbox"/>	<input type="checkbox"/>

6.0 CUSTOMER AND CLIENT SERVICES

Ref	Description	Yes	No
6.1	Where possible and practicable, ensure facilities and appropriate technologies are available to provide your customers with required services on-line.	<input type="checkbox"/>	<input type="checkbox"/>

6.2	Should customer visits be necessary, ensure employees are thoroughly converse with the procedures put in place for customer/client visits thus ensuring employee and customer/client safety.	<input type="checkbox"/>	<input type="checkbox"/>
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7.0 HYGIENE MEASURES

Ref	Description	Yes	No
7.1	Arrangements are in place to ensure all personnel entering worksites are temperature checked.	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Ensure all employees are thoroughly converse with and following all hygiene and social distancing rules, including those for travelling to and from work and during the use of work facility vehicles or rental cars.	<input type="checkbox"/>	<input type="checkbox"/>

8.0 VULNERABLE EMPLOYEES

Ref	Description	Yes	No
8.1	Identify all vulnerable employees.	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Appropriate measures to protect have been discussed by HR or relevant managers and vulnerable employees and are in place.	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Managers ensure that vulnerable people working in their areas of control are complying with the measures put in place to protect their health.	<input type="checkbox"/>	<input type="checkbox"/>

9.0 ACTION ON SUSPECTED OR CONFIRMED CASE(S) OF COVID-19

Ref	Description	Yes	No
9.1	Those who work in the same area must be required to leave the work area, wash their hands and wait while desks, associated equipment and surfaces in the work area are being cleaned and disinfected.	<input type="checkbox"/>	<input type="checkbox"/>
9.2	List the names of those employees who were in the work area or who may have had close contact with the person who is suspected of being infected or is infected during the previous 48 hours.	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Employees who have been in contact with someone who has contracted COVID-19 either at work or outside of work must be required to work from home and isolate until testing demonstrates they have not been affected by the exposure.	<input type="checkbox"/>	<input type="checkbox"/>

10.0 PROVISION OF PSYCHOLOGICAL SUPPORT

Ref	Description	Yes	No
10.1	Employees are given the EAP provider's contact details.	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Actions are taken to minimise additional sources of stress within and between teams.	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Employees are encouraged their managers and HR to openly communicate and express their feelings.	<input type="checkbox"/>	<input type="checkbox"/>
10.4	Appropriate health promotion information about the risks of COVID-19 and their management are provided.	<input type="checkbox"/>	<input type="checkbox"/>

11.0 CHANGE MANAGEMENT AND TRAINING

Ref	Description	Yes	No
11.1	On staged restart dates, the awareness of employees of measures to combat COVID-19 is raised and reminders are provided to motivate employees to adapt to the new rules.	<input type="checkbox"/>	<input type="checkbox"/>
11.2	No imminent danger of significant incidents or impacts upon working conditions or the environment.	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Implement, as appropriate, new strategies throughout the organisation and monitor their effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>
11.4	Review existing emergency responses and the Business Continuity Plan to include new strategies and new control measures.	<input type="checkbox"/>	<input type="checkbox"/>
11.5	Prepare the workforce regarding decisions and actions to be taken to aid the recovery of business operations.	<input type="checkbox"/>	<input type="checkbox"/>
11.6	Appropriate health and safety personnel are contacted to ensure health hazards are clearly controlled in the workplace and compliant with all legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>
11.7	Ensure adequate staffing levels to ensure excessive work hours are limited.	<input type="checkbox"/>	<input type="checkbox"/>
11.8	Health promotion communications will be updated regularly to continue to ensure known hazards and risks are well controlled and properly reported.	<input type="checkbox"/>	<input type="checkbox"/>
11.9	Adequate amenities and health protection Personal Protective Equipment (PPE) is available, accessible and understood by employees and visitors, etc.	<input type="checkbox"/>	<input type="checkbox"/>
11.10	Regular employee refresher training sessions are planned and delivered to ensure hygiene and social distancing measures are effective.	<input type="checkbox"/>	<input type="checkbox"/>
11.11	Government and health authority recommendations re. COVID-19 are displayed in breakout and meeting rooms.	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer

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