



**Public Health Inspection Checklist for Workplaces, Public Facilities /Spaces – COVID-19**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

Name of Person conducting the Assessment: \_\_\_\_\_

Status of Facility: Satisfactory  Unsatisfactory

Action Taken: Verbal Order  Work Plan  No Action

No.	Compliance Items	Observed		Remarks
		Yes	No	
<b>Hand Hygiene</b>				
1.	Hand Hygiene policy in place (documented or otherwise)			
2.	Hand washing or hand sanitization station at the entrance to the building <ul style="list-style-type: none"> <li>System in place to ensure same is utilized</li> </ul>			
3.	Posters or signs promoting hand hygiene posted at prominent areas in the facility			Non critical
4.	Handwashing station (s) equipped with running water, liquid soap and disposable (paper) towels and hands - free garbage bin (bathrooms, food preparation areas and other areas where same is required)			
5.	Hand sanitizer dispenser(s) labelled and contain at 62 - 70% alcohol			
6.	Additional supplies available for hand hygiene stations			
<b>Respiratory Hygiene</b>				
7.	Posters or signs promoting respiratory hygiene posted at prominent areas in the facility			Non critical
8.	Employees and customers/clients required to wear appropriate face masks.			
9.	Additional face masks and paper tissues are available at the workplace (for those who develop a runny nose or cough at work, along with hands-free covered bins for hygienic disposal)			
<b>Social/Physical Distancing</b>				
10.	Measures in place for the maintenance of the two (2) meters (6 feet) distancing between staff as well as customers.			
11.	Queue management at external access points (signs, tape marks, or other visual cues such as decals or coloured tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible)			
12.	Reduced density of people in the building (no more than 1 person every 40 square feet)			



No.	Compliance Items	Observed		Remarks
		Yes	No	
13.	Limit access to or close common areas where employees/customers/clients are likely to congregate and interact (limited or no seating)			
<b>Cleaning and Disinfection</b>				
14.	Documented cleaning schedule and guidelines in place (whether done in house or contracted) (for very small facilities, schedule may not be in place but knowledge of the cleaning process should be evident)			
15.	Facility cleaned and disinfected at least twice daily			
16.	High touch areas cleaned and disinfected at least every 2 hours (including door knobs, door handles, light switches, kitchen and food preparation areas, bathroom surfaces, toilets and taps)			
17.	Cleaning and disinfection done according to MOHW guidelines or as outlined in the Material Safety Data Sheet (MSDS).			
18.	Adequate quantities of cleaning and disinfection materials in stock			
<b>General Considerations for Employees</b>				
19.	Mask etiquette measures in place for employees as per MOHW guidelines			
20.	Written 'stay at home policy' for sick workers as well as a reporting system when workers are experiencing signs and symptoms of COVID-19 (where applicable).			
21.	Stay at home policy extended to employees with sick family members with COVID-19 (where applicable).			Non critical
22.	Policy in place to treat with employees who present with COVID-19 symptoms and same is in line with the MOHW guidelines (where applicable).			
<b>General Sanitation and Hygiene</b>				
23.	Compound maintained in a clean and sanitary manner			
24.	Safe water supply available for use			
25.	Adequate quantity of water based on your water requirements			
<b>Risk communication, training, and education</b>				
26.	Posters, videos, or electronic message boards in place to increase awareness of COVID-19			Non critical
27.	Regular information sharing about the risk of COVID-19 with employees using official sources, such as MOHW and PAHO/WHO			Non critical
<b>Ventilation</b>				
28.	Natural ventilation utilized where feasible			
29.	Maintenance programme in place for the ventilation system Maintenance schedule seen			
30.	Ventilation system conform to the MOHW guidelines			Non critical
<b>General</b>				
31.	All other COVID-19 prevention measures in place as is required for this type of business/facility (including those outlined in the MOHW guidelines and the specific requirements under the Disaster Risk Management Act of May 11, 2020)			