



Self-assessment Checklist for Workplaces, Public Facilities /Spaces – COVID-19

Name of Facility: _____

Address of Facility and Contact Information: _____

Assessment Date: _____

Name of Person conducting the Assessment: _____

No.	Compliance Question	Response		Remarks
		Yes	No	
Hand Hygiene				
1.	Do you have systems in place to ensure hand washing or hand sanitization is done by all persons entering the facility? <ul style="list-style-type: none">• Is your handwashing station always equipped with running water, liquid soap, disposable (paper) towels and hands-free bin?• Are your hand sanitizer dispenser labelled and contain at least 62 - 70% alcohol?• Do you have adequate quantities hand hygiene materials in stock? (liquid soap, hand sanitizer, paper towel)• Are posters promoting hand hygiene posted at prominent areas in the facility?			
2.	Do you have equipped hand washing facilities in bathrooms, food preparation areas and other areas where same is required?			
Respiratory Hygiene				
3.	Do you promote respiratory etiquette by all people at the workplace?			
4.	Are employees and customers/clients required to wear appropriate face masks? (as is feasible)			
5.	Do you ensure that 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?			
Social/Physical Distancing				
6.	Are there measures in place for the maintenance of the two (2) meters (6 feet) distancing between staff as well as customers? <ul style="list-style-type: none">• Is there strict control over external access and queue management (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)?• Is there reduced density of people in the building (no more than 1 person every 40 square feet)?• Have you allowed limited access to or closed common areas where employees/customers/clients are likely to congregate and interact?			



No.	Compliance Question	Response		Remarks
		Yes	No	
Cleaning and Disinfection				
7.	Do you have a documented cleaning and disinfection protocol and cleaning schedule ?			
8.	How often do you clean and disinfect your facility?			
9.	How often do you clean and disinfect high touch areas? (to include door knobs, door and window handles, light switches, kitchen and food preparation areas, bathroom surfaces, toilets and taps,)			
10.	Is cleaning and disinfection done according to MOHW guidelines?			
11.	Do you have adequate quantities of cleaning and disinfection materials in stock?			
12.	If cleaning and disinfection services are contracted, do you have the cleaning and disinfection protocols utilized? <ul style="list-style-type: none"> Is this activity conducted as outlined in the protocol? 			
General Considerations for Employees				
13.	Are MOHW mask etiquette measures in place for employees?			
14.	Do you have a stay- at- home policy for workers?			
15.	Do employees report any signs and symptoms to supervisor, while proceeding to stay at home? (where applicable)			
16.	Are employees with sick family members with COVID-19 required to report the situation and stay at home?			
17.	Do you have a policy to treat with employees who present with COVID-19 symptoms that is in line with the MOHW guidelines?			
General Sanitation and Hygiene				
18.	Is your compound maintained in a clean and sanitary manner?			
19.	Do you have a safe water supply?			
20.	Do you have adequate quantity of water?			
Risk communication, training, and education				
21.	Are there posters, videos, or electronic message boards in place to increase awareness of COVID-19?			
22.	Do you provide regular information about the risk of COVID-19 to your employees using official sources, such as MOHW and PAHO/WHO?			
Ventilation				
23.	Do you utilize natural ventilation where feasible?			
24.	Do you have a maintenance system in place for the ventilation system?			
25.	Does the ventilation system conform to the MOHW guidelines?			
General				
26.	Are all other COVID-19 prevention measures in place as is required for your business/facility? (including those outlined in the MOHW guidelines and the specific requirements under the Disaster Risk Management Act of May 11, 2020)			



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WELLNESS**