



Your Office

Are maximum occupancy signs displayed throughout the Office – and on the entrance to each individual room?	YES	NO	N/A
Are these occupancy levels practical?	YES	NO	N/A
In general observation, are these occupancy levels being adhered to?	YES	NO	N/A
Are there hand sanitizer stations at entrance/exit points (or very near)?	YES	NO	N/A
Are there cleaning products available within the office(s) so that staff can clean their workstations / phones / hands regularly?	YES	NO	N/A
<u>If workstations are shared</u> : are personnel cleaning them on a bi-daily basis (first and last thing) as a minimum?	YES	NO	N/A
Are staff avoiding working face-to-face? / side-by-side? (as per office working guidance)	YES	NO	N/A
Are staff adhering to the 2M social distancing rules where possible? If not, are they wearing facemasks and remaining 1 M apart?	YES	NO	N/A
Is there a suitable supply of facemasks available to staff should they be required ?	YES	NO	N/A
Are high level touch points (door handles (including sequence locks / door-bells), kettles, fridge doors, etc.) being cleaned at least once daily?	YES	NO	N/A
Are staff refraining from making drinks or preparing food for others?	YES	NO	N/A
Are windows opened whenever possible to improve ventilation and the circulation of fresh air?	YES	NO	N/A
Are disposable paper towels available in the Kitchen / toilet?	YES	NO	N/A
Is the office occupancy booking system operating effectively?	YES	NO	N/A
Is the office rota system operating effectively?	YES	NO	N/A
Is Covid guidance made available / explained to external visitors?	YES	NO	N/A

General Observations

Has maximum occupancy been set on toilets/lifts/storeroom / post-rooms and other rooms of a similar size/nature?	YES	NO	N/A
Are people maintaining a 2m gap where possible when moving about the office / building?	YES	NO	N/A
Are there hand sanitizers near frequent touch points such as water boilers / printers / workstations?	YES	NO	N/A
Are COVID-19 posters displayed in the main working areas / meeting rooms?	YES	NO	N/A
Is the kitchen area being cleaned regularly (twice daily as a minimum)	YES	NO	N/A