

Social Distancing plan checklist

Health Services

AUDIT VERIFICATION

Contact person

Name

Contact Number

MEASURES TAKEN

Is there signs of directing customers to follow the markings to maintain distance placed?

☐ Yes☐ No☐ In progress

Was there separate counter of delivery and order?

☐ Yes☐ No☐ In progress

Mention other measures if taken.

Was work from home option available if required?

☐ Yes☐ No☒ In progress

Was non-essential business travel option available?

☐ Yes☐ No☒ In progress

Is instructions being given if any staff is not well?

☐ Yes☐ No☒ In progress

Were symptom checking done at the entrance ?

☐ Yes☐ No☒ In progress

Were the desks or individual work stations placed six feet apart?

☐ Yes☐ No☒ In progress

Were regular teleworking done at the institution?

☐ Yes☐ No☒ In progress

Was the increased levels plan done incase of staff absences?

☐ Yes☐ No☒ In progress

Was the copies of this plan sent to employees?

☐ Yes☐ No☒ In progress

SANITATION CHECK

Was there any hand sanitizer, soap and water, or effective disinfectant available?

☐ Yes☐ No☒ In progress

Were all high-contact surfaces disinfected?

Yes

No

In progress

Mention other measures if taken.

textarea

SIGNAGES AND POSTERS CHECK

Was signages of "avoid entering the facility if they have a cough or fever; maintain a minimum 6-feet distance from one another; and not shake hands or engage in any unnecessary physical contact" present at the entrance?

Yes

No

In progress

Was poster of Social Distancing Protocol present at the entrance?

Yes

No

In progress

Was hand wash poster available?

Yes

No

In progress

Is digital posters sent via email?

Yes

No

In progress