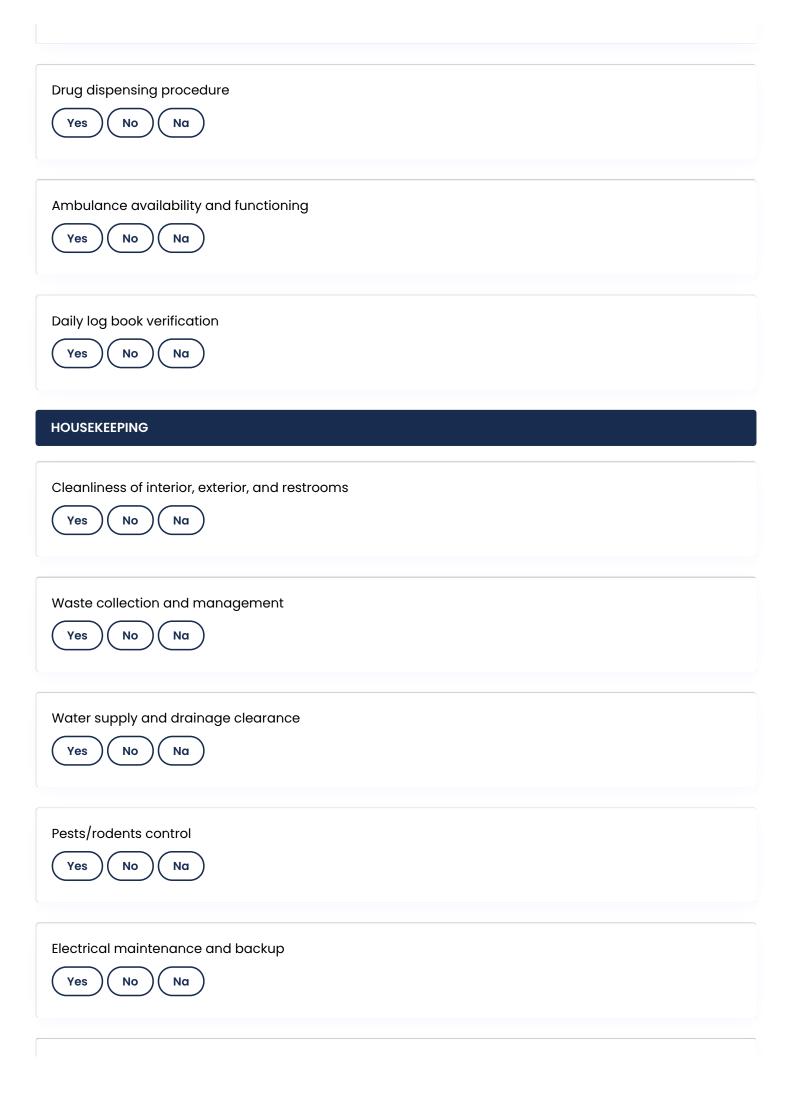
Social distancing plan template for workplaces checklist

Health Services

DIAGNOSTICS Storage of medicines and administration No Na Equipment and their functioning status Yes No Na Provision of reports Yes No **DISPENSARY** Availability of emergency tray Yes No Na Status of the emergency ward Yes No Na Availability of sufficient drug stock No Yes Na Stock book entry, daily expenditure, and entry verification Yes No



Restroom maintenance and fittings Yes No Na	
Functioning of HVAC Yes No Na	
Cleanliness of utensils Yes No Na	
Timings of food supply Yes No Na	
Sanitization of kitchen and meal consumption areas Yes No Na	
Additional information	
Images	UPLOAD
Images	UPLOAD
Inspectors Name/signature:	SIGNATURE
Inspection Date:	DATE

MEDICATION

Pharmacy check



Availability of supportive staff



OPD

Reception and help desk



Patient guidance, information regarding services, and doctor



Stationary, prescription slips, registration forms



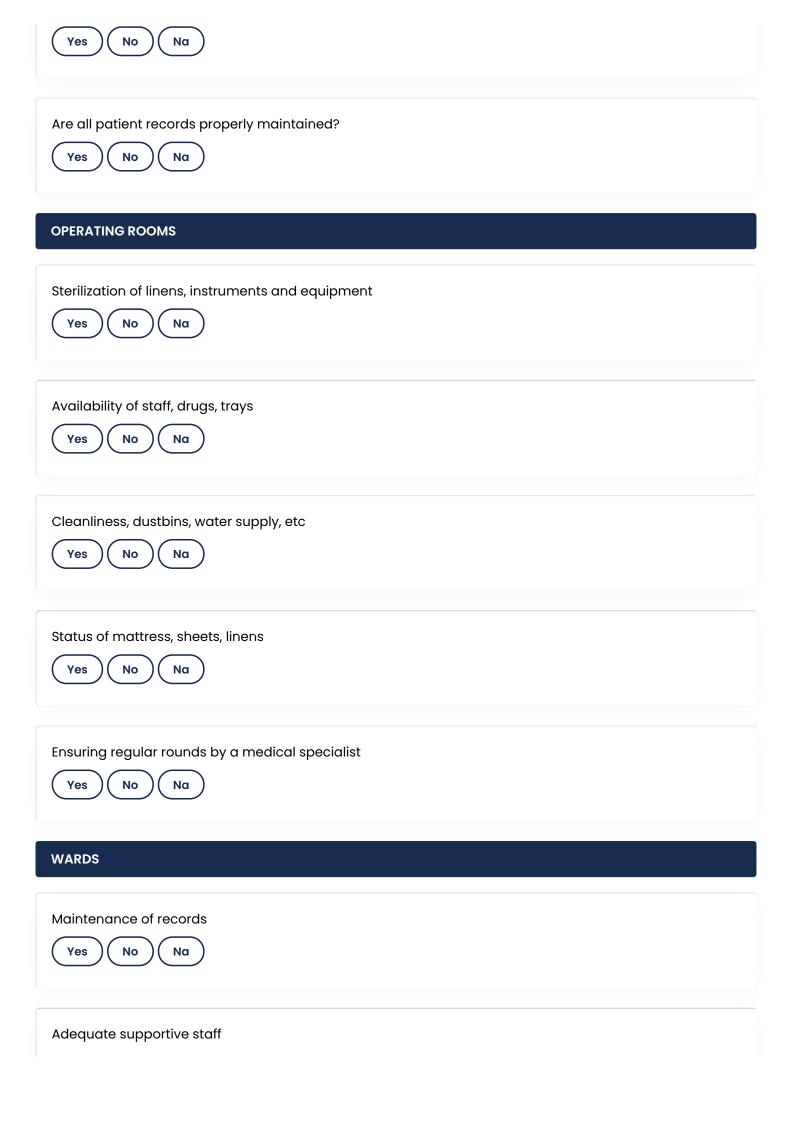
Counters and display



Complaint box and grievance redressal



Chambers of doctors, specialists, patient's sitting arrangement, patient disposal





Feedback from patients

