

THIS CHECKLIST WAS PREPARED BY THE CYPRUS EMPLOYERS & INDUSTRIALISTS FEDERATION (OEB) AND IT HAS BEEN REVIEWED AND APPROVED BY THE LABOUR INSPECTORATE DEPARTMENT OF THE MINISTRY OF LABOUR, WELFARE & SOCIAL INSURANCE AND THE MEDICAL SERVICES & SERVICES OF PUBLIC HEALTH OF THE MINISTRY OF HEALTH OF THE REPUBLIC OF CYPRUS

CORONA VIRUS (COVID-19)

Steps for proactively prepare your enterprise to resume activities and protect the health and safety of your employees, your associates and the interests of your own enterprise.

The Strict Implementation of Prevention and Protection Measures, Ensures the Health and Safety of your Personnel and at the same time the Smooth Operation of your Business

1. Planning ahead

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| <input type="checkbox"/> Did you appoint a crisis management team? If not, appoint a team of executives to take immediate decisions. | <input type="checkbox"/> Have you made arrangements so that sanitary facilities (toilets, etc.), locker rooms, rest and dining areas, etc. are cleaned and disinfected frequently and after each use napkins are available? In any case congestion must be avoided. |
| <input type="checkbox"/> Have you set up a Safety Committee (SC) with Safety Representatives (SR) (elected by your employees) and a company representative as President, who meet regularly and discuss all issues concerning health and safety at work (H&SW)? | <input type="checkbox"/> Did you check that all workplaces are well ventilated? |
| <input type="checkbox"/> Have you appointed an employee or group of employees to prepare safe procedures and practices in the workplace and to inform their colleagues? | <input type="checkbox"/> Have you recently inspected and maintained all artificial ventilation systems? |
| <input type="checkbox"/> Have you appointed a Safety Officer (SO) where required? | <input type="checkbox"/> Have you checked and discussed with your staff whether someone has been ill or recently traveled abroad or has been in contact with people who were positive with the coronavirus (COVID-19)? |
| <input type="checkbox"/> Did your company prepare and implement an Occupational Safety and Health Management System (OSHMS) or a Safety and Health Plan (SHP) and comply with the provisions of the current legislation for H&SW? | <input type="checkbox"/> Did you discuss the issues of coronavirus infection with your occupational physician? |
| <input type="checkbox"/> Have you updated the written Risk Assessment and the Action Plan for the implementation of prevention and protection measures? | <input type="checkbox"/> Do you know what to do if one of your employees shows suspicious symptoms or has been confirmed to be infected with COVID-19, or has recovered from COVID-19, including how you will support this employee and what you need to do to ensure that the workplace remains safe for the rest of the workers, yourself, your customers and external partners? |
| <input type="checkbox"/> Are you familiar with and follow the instructions of the Ministry of Health and those of other Competent Authorities regarding the prevention and treatment of COVID-19 cases? | <input type="checkbox"/> Did you prepare a plan to ensure the continuation of your business activities (Business Continuity Plan) if a suspicious or confirmed COVID-19 incident is found in the workplace? |
| <input type="checkbox"/> Do you know the necessary actions in case of interruption and resumption of the operation of your business due to COVID-19 case? | <input type="checkbox"/> Did you review and evaluate the way your business is operating and if necessary, did you make appropriate changes? |
| <input type="checkbox"/> Do you know the symptoms of a coronavirus infection? | <input type="checkbox"/> Did you modify and adapt the workstations and methods of work for those who will be working on your premises? |
| <input type="checkbox"/> Have you placed announcements and appropriate signs with instructions and information about COVID-19 at appropriate and visible points of your premises? | <input type="checkbox"/> Do you provide information to employees about support schemes that are at their disposal, for example through an employee assistance program? |

2. Vulnerable groups of workers

- ☐ Have you checked whether among your employees there are workers belonging to vulnerable groups, such as the elderly, pregnant and breast-feeding women, immunocompromised, workers with other diseases or undergoing treatment, as well as people who are positive to COVID-19 without symptoms or have been treated for COVID-19?
- ☐ Did you consult with them and preferably arrange for them to work with tele-work or make a temporary change of their duties and their isolation?

3. Access of associates and visitors to the workplace

- ☐ Did you specify the entry and exit procedures for external suppliers?
- ☐ Did you inform your suppliers that access to the company's premises is only allowed in a controlled manner and under certain conditions?
- ☐ Did you inform the transport drivers that they must stay inside their vehicle waiting for instructions?
- ☐ Have you allocated separate toilets for suppliers / carriers?
- ☐ Did you take care to restrict the access of visitors within the company to the extent possible?
- ☐ Did you inform the courier services that entry to the workplace is prohibited and must be limited to a distance of at least two (2) meters from persons at the entrance?
- ☐ Have you placed a box in an appropriate place near the entrance for dropping incoming mail and packages?
- ☐ Did you inform the workers that when they receive parcels or envelopes, they have to remove the wrapping materials and discard them and then disinfect their hands?
- ☐ Did you check the regular deliveries of products and other items and request delivery without contact?
- ☐ Did you make sure that electronic, cashless and paperless pricing systems are in use?
- ☐ Did you inform the employees that the receipt of products must be done wearing disposable gloves if necessary and disinfect / wash their hands in any case?

- ☐ Do your associates who visit the workplace in order to receive documents call on the phone before the visit?
- ☐ Does your associates visitor wear a suitable mask when the distancing measures cannot be observed and disinfects his hands before entering the workplace?
- ☐ Have you placed signs asking visitors and customers to touch only products or items they are going to buy?
- ☐ Do you control the entry of visitors and customers so that the maximum allowable number of customers, to be present at the same time in the place, is not exceeded? (Taking into account the floor surface of the workplace).
- ☐ Do you keep a diary of persons entering your premises to facilitate tracking in the event of a COVID-19 case?

4. Work from home

- ☐ Did you make sure that you have the equipment and infrastructure needed to support a large number of employees who may be working from home?
- ☐ Have you evaluated who can work from home?
- ☐ Did you give employees the opportunity to do so?
- ☐ Do you provide guidance to your employees on how to establish a safe home office environment?
- ☐ Did you require employees to complete a self-assessment checklist to ensure that they comply with good ergonomic practices?
- ☐ Have you appointed a contact person in your business so that the tele-working employees can contact for any concerns?
- ☐ Have you set up ways to communicate through internet with the workers (e.g. via Skype, Viber, MS Teams or Zoom) and communicate with them frequently?

5. Physical distancing

- ☐ Have you posted posters in the workplace advising to maintain a distance of at least two (2) meters between all employees in the workplace?
- ☐ Have you placed floor markings to ensure physical distancing in places where customers are waiting or where employees are working?

- ☐ Have you appointed a person responsible for maintaining the required distances of two (2) meters?
- ☐ Did you place signs at the entrance of the elevators and in the meeting rooms to ensure that the maximum number of people is not exceeded?
- ☐ Did you adjust the workplaces and move the furniture in the staff rooms to ensure compliance with social distancing? If maintaining a distance of two meters is not possible, have you taken care to separate the workers with a natural divider or canopy?
- ☐ When possible, did you adjust the shifts so that, the least number of employees are in the workplace at the same time?
- ☐ Did you instruct employees to hold meetings either over the phone or online, instead of in person? If it's not possible, do you require them to meet in a large space, keep their distance and have short meetings?

6. Handwashing and disinfection – Hygiene

- ☐ Did you install hand disinfection stations at visible entry and exit points and around the workplace?
- ☐ Did you ensure that the toilets and bathrooms have hand washing sinks and disposable napkins?
- ☐ Have you placed posters with instructions on how employees should wash and rub their hands thoroughly?
- ☐ Did you inform the workers about the ways germs are restricted from spread, among other things by not touching the face, sneezing in the elbow, washing hands and staying at home if they feel sick?
- ☐ Do you send automatic notifications to computer screens reminding the employees to wash their hands and avoid touching their eyes, nose and face?
- ☐ Have you informed staff to avoid hugs and handshakes and to limit contact with other people or touch objects, unless necessary?
- ☐ Have you installed closed trash cans in the workplace?

7. Cleaning

- ☐ Did you check whether you have proper cleaning products and personal protective equipment to disinfect the workplace after a COVID-19 case? If not available, choose a licensed cleaning and disinfection company to do the job.
- ☐ Did you make sure that the places frequently occupied by employees or other persons (e.g. your visitors or customers) are cleaned at least daily with detergent and disinfected?
- ☐ Did you instruct the workers to wear gloves when cleaning and to wash their hands thoroughly and to disinfect them with an alcoholic hand sanitizer before and after using gloves?
- ☐ Do you often clean areas and surfaces that people touch several times a day with a detergent or disinfectant solution and wipe them often? Such points include equipment, elevator buttons, handrails, tables, benches, knobs, sinks and keyboards.
- ☐ Did you instruct the workers to clean their personal items which they bring with them at the workplace, such as bags, glasses, cell phones and tablets with disinfectant, such as disinfectant wipes?

8. Monitoring for symptoms

- ☐ Did you inform the employees to stay at home if they are ill and if they show symptoms of COVID-19, to call their personal doctor immediately or the telephone line **1420**?
- ☐ Did you instruct the staff to inform you immediately if they have symptoms of COVID-19 or they have come in close contact with a person who is positive for COVID-19 or were tested for COVID-19?
- ☐ If a confirmed or suspected COVID-19 case occurs, did you inform your occupational physician.
- ☐ Did you inform the staff about their rights in relation to sick leave and the requirement for isolation (quarantine) in case of illness with COVID-19?
- ☐ Do you process personal health information in accordance with the current personal data protection legislation?

- ☐ Do you facilitate the work from home, if possible, for the staff required to be isolated, but does not show symptoms of COVID-19?

9. Caring for employees positive to or recovering from COVID-19

- ☐ Did you adapt the work of your employees, who have fallen ill with COVID-19 and may require special arrangements, after the supervision of the Occupational Physician, where applicable?
- ☐ Did you make arrangements so that there are no cases of bullying, intimidation and isolation of your employees who have contracted the disease COVID-19;

10. Psychosocial factors

- ☐ Have you consulted with your staff about any depression from death or illness of relatives, worries, phobias, anxiety, rumors or misinformation and planned how to communicate, inform and consult accordingly?
- ☐ Have you appointed a person (e.g. Human Resources Officer / Staff or SC members) / Occupational Physician whom each employee can address and discuss such issues?

11. Education/training of personnel

- ☐ Did you train the staff on how to place / remove / discard gloves, masks, goggles?
- ☐ Do you provide training on Safe Work Methods?
- ☐ Did you inform your staff about the symptoms of COVID-19 and the modes of transmission?

Note

This questionnaire is complementary and does not in any case replace the obligations of each employer and self-employed person to comply with the provisions of the legislation in force on Occupational Safety and Health and any other relevant legislation.

More information

MINISTRY OF HEALTH:

<https://www.moh.gov.cy/MOH/MOH.nsf/All/B61D53E79B2D75E9C225851B003D33C7>

DEPARTMENT OF LABOUR INSPECTION:

http://www.mlsi.gov.cy/mlsi/dli/dliup.nsf/index_gr/index_gr?OpenDocument

PUBLIC INFORMATION OFFICE:

<https://www.pio.gov.cy/coronavirus/>

CYPRUS EMPLOYERS AND INDUSTRIALISTS FEDERATION:

<http://www.oeb.org.cy/>