

POST-COVID-19 RECOVERY CHECKLIST

Overall	Safety/Security Systems	Facilities	Planning
Leadership Team	Fire Safety	Physical Distancing	Fire Safety
Crisis Management Team	Fire Alarms	Entry/Exit Points	Alt/Multiple Refuge Points
Safety Team	Fire Doors	Hygiene Stations	First Aid
Security Team	Fire Exits	- Monitoring	Guidance for First Aiders
Facilities/Maintenance Team	Emergency Equipment	Lifts (& Hygiene Considerations)	What to Do if Somebody has COVID Symptoms
IT Team	Sprinkler	Kitchen/Communal Areas	General
HR	– Extinguishers	Offices (Multiple Occupancy)	What and How to Report Accidents/Incidents
Overall	Water Systems	Meeting Rooms	Disposing of PPE
People	Legionella Checks	Reception Areas	Business Continuity
Premises	Emergency Equipment	Postal Services	Second Peak/Lockdown Period
Travel	First Aid Kits	Desk/Office Hygiene	Information/Comms
Contractors	• AEDs	Signage	Up-to-Date Info About COVID-19
Visitors	EVAC Chairs	Other	Psychosocial Risks
	• PEEPs	Equipment	Personal Hygiene
	Security	Returning Electrical Items (e.g. Laptops)	COVID Testing/Treatments
	External Building Checks	• Waste	
	Internal Building Checks	Cleaning of Communal Areas	
	Electronic Key Cards	HVAC System Checks	
	Car Parking Provisions	IT System Checks	

First Aid in the Workplace Considerations:

- Staff who have tested positive for COVID-19 to wear a bracelet/badge or carry a medical card. Similar to people with an existing medical condition, e.g. allergy bracelet
- Guidance for cardiac arrest situations
- PPE disposal and equipment decontamination

Car Parking Considerations:

- Colour coding bays or parking permits for different days or arrival/dept times
- Disinfecting car park-related structures (buttons, speakers)

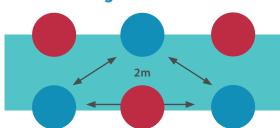
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Office/Meeting Room Considerations:



Multi-Tenure Premises Considerations:

Recommended that a 'Building Responsible Person' Team is formed (if not already in place). This will aid in the coordination of multiple organisations with the safety and security of their people and central building services.





