

# RTW – FACILITIES CHECKLIST

Hand Washing/Sanitising		Hand Washing Facilities	Good Hygiene	Changing Rooms and Showers
Are there adequate number of hand washing stations?	Check they are in good working order		Increased access to closed bins	Setting clear use of showers, lockers and changing rooms
• Number of workers on site	Adequately stocked:		Signs to request that workers only touch objects they need	• Cleaning guidance
• Any shift arrangements	• Clear running water		Communicate that workers need to report any flu-like symptoms and to stay away from the workplace and seek medical advice	• Occupant signs (on doors)
• Entry and exit points	• Soap or handwash		Implement/review existing hygiene standards for common areas to ensure workers:	• Physical distancing signs
• High traffic areas	• Paper towels		• Clean up after themselves	• Keeping the areas clean and clear of personal belongings
• Workers needing to wash their hands, before, during or after the completion of a work task	Put up posters to inform workers how to wash their hands correctly and when to wash their hands		• Place rubbish in bins provided	Enhanced cleaning of all facilities
• The location of the workplace or work tasks	<b>Hand sanitising stations</b>		• Avoid putting personal items such as phones on meal surfaces	• Start of day
• Will workers be located away from common facilities such as bathrooms?	Does the alcohol-based hand sanitiser have at least 60% alcohol content? (60% ethanol or 70% isopropanol)		• Have adequate cleaning products	• End of day
Are stations placed in convenient locations to ensure workers can access them easily (and with physical distancing measures in place)?	Set up stations:			<b>Monitor and Review</b>
Appoint a responsible person to monitor soap dispensers and sanitising stations, and rubbish bins more frequently	• Entry and exit points to the workplace			Processes in place to regularly monitor and review the implementation of hygiene measures to ensure they are being followed and remain effective
	• Entry and exit points to common areas/high touchpoints or traffic flows			• Hand washing/hand sanitising stations are adequately stocked
	Put up posters at each station with instructions on how to sanitise hands correctly and when			• Enable workers to report issues relating to worker hygiene
				• Develop infection control policies in consultation with your workers

To get help with your Return to Work programme, email [info@cardinus.com](mailto:info@cardinus.com) or call **020 7469 0200**

