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Checklist for Employers on actions to take to protect worker health and standards during COVID-19 pandemic and recovery

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| --- | --- | --- |
| Action | Completed? | Next steps/additional measures |
| Health and safety at work |
| **Physical distancing:** |  |
| * Can workers always stay 1 metre or more apart?
 |[ ]   |
| **Handwashing:**  |  |
| * Can all workers access running water, soap and alcohol rub when needed?
 |[ ]   |
| * Are there enough wash stations for workers to wash hands regularly?
 |[ ]   |
| * Are workers able to stop working and wash hands without penalty (e.g. supervisor discouragement or reduced wages due to piece rate?)
 |[ ]   |
| **PPE:** |  |
| * Are workers provided with appropriate face masks?
 |[ ]   |
| * Is PPE provided at no charge to workers:
 |[ ]   |
| * Reporting suspected COVID-19 infection:
 |[ ]   |
| * Do workers know to report suspected cases of COVID-19 to their supervisors/managers?
 |[ ]   |
| * Do supervisors/managers know to ensure workers go home if they suspect infection?
 |[ ]   |
| **Training and communication:** |  |
| * Have all workers been informed of the risks of COVID-19 at work and the rules they must follow to keep themselves and their colleagues safe?
 |[ ]   |
| * Have workers been consulted to understand and address questions and concerns?
 |[ ]   |
| * Can workers raise concerns with their managers?
 |[ ]   |
| * Can workers raise concerns anonymously without fear of retaliation through grievance mechanisms?
 |[ ]   |
| **Support for those with COVID-19 themselves, or with caregiving responsibilities related to COVID-19** |  |
| * Does the business provide paid sick leave to all workers?
 |[ ]   |
| * Is this sufficient to ensure workers do not come in to work, despite being sick?
 |[ ]   |
| * Are shifts arranged to account for caregiving responsibilities?
* Is leave available for those with caregiving responsibilities?
 |[ ]   |
| **Social insurance:** |  |
| * Do all workers receive social insurance?
 |[ ]   |
| * Do all workers have access to health care?
 |[ ]   |
| * If not, what will happen to those workers who may get sick or lose jobs without social insurance and access to healthcare? Can action be taken now, to improve this situation?
 |[ ]   |
| **Migrant workers (complete this section if you have migrant workers in your business)** |
| * Do migrant workers understand all work-related information, training and instructions around COVID-19?
 |[ ]   |
| * Is information available in their first language?
 |[ ]   |
| * Are migrant workers treated equally to local workers?
 |[ ]   |
| * Is action being taken to monitor and prevent increases in racism, discrimination and xenophobia towards migrant workers (as this may increase due to the COVID-19 pandemic)?
 |[ ]   |
| **Health and safety in transport and accommodation**  |
| **Accommodation:** |  |
| * Is there sufficient space per resident to enable physical distancing and self-isolation if infected with COVID-19 (this includes distance between beds, the number of toilets, and access to cooking facilities?
 |[ ]   |
| * Are vulnerable workers provided with their own room and space?
 |[ ]   |
| * Are sufficient handwashing facilities, with soap, running water and alcohol rub available?
 |[ ]   |
| * Are toilets, washrooms, kitchens and rooms sanitary and regularly cleaned?
 |[ ]   |
| * Do all workers have sufficient food and water?
 |[ ]   |
| * Is there a system in place for when a resident suspect they are infected or come into contact with someone who has been infected?
 |[ ]   |
| **Transport:** |  |
| * Are passengers able to maintain physical distance of 1 metre while on work provided transport?
 |[ ]   |
| * Are washing facilities provided so that workers can wash their hands after travel?
 |[ ]   |
| * Ensure that passengers have PPE if needed, such as face masks to prevent them from passing on potential infection.
 |[ ]   |
| **Checks for businesses experiencing reduced demand for goods and/or services** |
| **Sufficient income for workers:**  |  |
| * Have you identified the workers at risk of no income/not enough income to meet basic needs?
 |[ ]   |
| * If you are considered ways to reduce worker numbers, have you considered options for keeping workers in employment, and ways to reduce hours and wages in ways that do not significantly impact worker income?
 |[ ]   |
| * Do you ensure that these wage reductions and terminations are not discriminating against particular groups of people e.g. women, migrants etc.
 |[ ]   |
| * Are all workers paid minimum wage, even if there are wage cuts?
 |[ ]   |
| * Do you provide sick pay, and can you complement statutory sick pay with additional payments?
 |[ ]   |
| * If you use labour agents, are you working closely with these agents to manage worker terminations, reduced wages or furlough options?
 |[ ]   |
| * **Migrant workers:** Can all workers return home safety or have access to clean and hygienic, decent accommodation as well as have sufficient income and food until they are able to return home?
 |[ ]   |
| **Terminating employment contracts:**  |  |
| * Do you ensure workers are not dismissed due to COVID-19 reasons such as illness or care of family?
 |[ ]   |
| * If you are considered or have dismissed workers collectively, did/do you consult with worker representatives?
 |[ ]   |
| * If you are forced to close business, is there a plan in place to ensure workers are paid wages owed?
 |[ ]   |
| **Checks for businesses experiencing increased demand for goods and/or services** |
| **Overtime hours:**  |  |
| * Are workers working a maximum of 60 hours per week?
 |[ ]   |
| * If no, is excessive overtime only done in emergency situations and for a limited time period?
 |[ ]   |
| **Responsible recruitment:**  |  |
| * Do HR staff understand how to screen potential workers for child and forced labour? Are HR staff aware that risk of child and forced labour is likely to increase because of the impact of COVID-19?
 |[ ]   |
| * Are all potential new workers being screened for the below?
* Right to work
* Child labour
* That they have not paid fees to labour recruiters / are in a position of debt bondage
 | [ ]  |  |
| **Subcontracting:**  |  |
| * If you need to increase subcontracting to manage demand, have you ensured that subcontractors are able to keep their workers safe from COVID-19?
 |[ ]   |