**Appendix: Prevention and Mitigation of COVID-19 at Work Action Checklist (PMAC)**

*Part I. Organizational profile*

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| **1.Size of company** | | | |
| A) Small and medium-sized enterprises (SMEs) | | B) Large organizations | |
| **2.Type of business** | | | |
| A) Private | B) Semi-private | C) Governmental | |
| **3.Sector** | | | |
| A) Services | B) Healthcare | C) Production / Industrial | |
| D) Administrative / Educational | | E) Construction | |
| F) Process industries | | G) Other Sectors | |
| **4.Employment status of OH expert** | | | |
| A) No | B) Yes, Part Time | C) Yes, Full Time | |
| **5.Formal OHSMS** | | | |
| A) No | B) Previously | C) Implementing | D) Yes |
| **6.Senior manager support of preventive programs** | | | |
| A) No | B) Yes, inappropriate | C) Yes, appropriate | |

*Part II. Status of the Organization*

| **No.** | **Item** | Not done; no plans to implement. | Not done; plans to implement in the future. | Partially done; need to complete and improve. | Fully implemented constantly monitoring |
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| **Dimension 1: *Policy, planning and organizing*** | | | | | |
| 1 | Published policy statement regarding the management’s commitment and responsibilities to reduce the risk of exposure to coronavirus and the transmission of COVID-19 in the workplace that has been developed in consultation with worker representatives. |  |  |  |  |
| 2 | Implementation of a preparedness and response plan for COVID-19 prevention at workplace, that considers all work areas and tasks performed by workers and potential sources of exposure |  |  |  |  |
| 3 | Regularly consultation with occupational health services, local public health authority or other partners to support development of information materials to minimize the risk of exposure to coronavirus and to give timely communication of other technical advice. |  |  |  |  |
| 4 | Established workplace system for providing up to date reliable information to workers on the emerging situation on COVID-19, with reference to information released by national or local health authorities. |  |  |  |  |
| 5 | Documented map of the hazards of all operations for all jobs. |  |  |  |  |
| 6 | Integration of safety and health into contingency and business continuity plans. This considers other labor-related requirements including where operations must be done with a reduced workforce |  |  |  |  |
| 7 | Promotion of teleworking for non-critical workers to minimize the spread of COVID-19 in your workplace |  |  |  |  |
| 8 | If teleworking is not feasible introduction of shifts to avoid large concentrations of workers in the facilities |  |  |  |  |
| 9 | Clear plan of what to do if a confirmed or suspected case of COVID-19 is identified at the workplace. This includes ‘track and trace’ reporting, monitoring, and enhanced cleaning and sanitizing in line with the national guidelines |  |  |  |  |
| 10 | In line with national standards, workers have expanded access to paid sick leave, sickness benefits, and parental/care leave. |  |  |  |  |
| 11 | Established a monitoring and evaluation  mechanism of the COVID-19 prevention strategies and plans. |  |  |  |  |
| **Dimension 2: *Risk assessment, management and communication*** | | | | | |
| 12 | Assessment of the risk of potentials for interaction with workers, contractors, customers and visitors at the workplace and contamination of work environment, and implementation of control measures. |  |  |  |  |
| 13 | Training for management, workers and their representatives on the adopted measures to prevent risk of exposure to coronavirus and on how to act in case of COVID-19 infection. For high-risk workers, the training includes the correct use, maintenance and disposal of personal protective equipment (PPE). |  |  |  |  |
| 14 | Workers have been informed that they have a right to move from a work situation that poses imminent and serious danger for life or health, in accordance with national law. There are clearly communicated procedures in place to immediately inform their immediate supervisor of the situation. |  |  |  |  |
| 15 | Delivery workers, truck drivers and other transportation workers are assisted to minimize direct contact with customers. Procedures to promote personal hygiene practices such as hand washing and use of hand sanitizers are in place. Personal protective equipment is provided if workers are in direct contact with clients. |  |  |  |  |
| 16 | Non-essential travel is avoided. Risk assessment for COVID-19 infection for essential business travel covers all the phases of travel and job assignments. |  |  |  |  |
| 17 | Systems are in place to maintain regular communication with workers and workers’ representatives, including over the internet, or when not possible, over the telephone. |  |  |  |  |
| 18 | Systems are in place to assist workers to manage any emerging psychosocial risks, and new forms of work arrangements. These may include the promotion and maintenance of healthy lifestyles including diet, rest and sleep, exercise and social contacts with friends and family. |  |  |  |  |
| **Dimension 3: *Prevention and mitigation measures*** | | | | | |
| 19 | Work is organized to allow for physical distancing of at least 2 meters (6 feet) from other people – or another distance as prescribed by the relevant competent authority. |  |  |  |  |
| 20 | Avoidance of face-to-face meetings, giving preference to phone calls, email or virtual meetings. If there is a need for in-person meetings, the space allows the required physical distancing. |  |  |  |  |
| 21 | All staff, customers and visitors are provided with ample and easily accessible places where they can wash their hands with soap and water, disinfect hands with sanitizers, and in addition,  a culture of hand washing is promoted. |  |  |  |  |
| 22 | Hand sanitizing dispensers are placed in prominent places around the workplace, there is a system to and make sure these dispensers are regularly refilled. |  |  |  |  |
| 23 | Systems are in place to promote a culture of regular wiping of desks and workstations, doorknobs, telephones, keyboards and working objects with disinfectant. Common areas, including rest rooms, are regularly disinfected. Surfaces frequently touched are cleaned more often. Depending on the workplace operations, hiring cleaning and disinfecting services should be considered. |  |  |  |  |
| 24 | Ventilation in all areas meets published standards. Where necessary, there are improvements to provide more clean air to rooms and operations with high risk of exposure to the virus. |  |  |  |  |
| 25 | Promotion and communication of good respiratory hygiene at the workplace, such as covering the mouth and nose with a bent elbow or tissue when there is a need to cough or sneeze. |  |  |  |  |
| 26 | Social distancing is in place in the workplace. “Congregate settings” are removed as much as possible. |  |  |  |  |
| 27 | Appropriate facemasks and paper tissues are provided at worksites, for use by those who develop a runny nose or cough, along  with closed bins for hygienically disposing of them |  |  |  |  |
| **Dimension 4: *Arrangements for suspected and confirmed COVID-19 cases*** | | | | | |
| 28 | Workers with suspected symptoms of COVID-19 are encouraged not to come to the workplace and to follow the guidance of the local authorities regarding testing and self-isolation. |  |  |  |  |
| 29 | Advice is provided to workers to call their healthcare provider or the local public health department giving full details of their recent travel and symptoms, in the presence of a serious health condition including trouble breathing. |  |  |  |  |
| 30 | Systems are in place to arrange for isolation of any person who develops COVID-19 symptoms at the work site, while awaiting transfer to an appropriate health facility. Includes arrangements for disinfection of the worksite and health surveillance of persons who have been in close contact. |  |  |  |  |