

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	

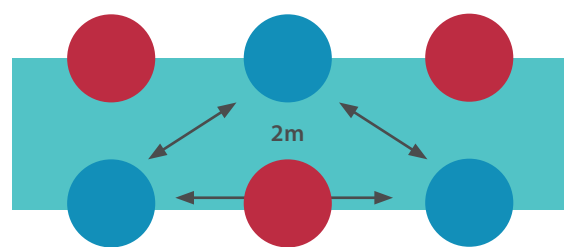
First Aid in the Workplace Considerations:

- 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)

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.