# PPG COVID-19 CHECK LIST

**PROJECT PROFESSIONALS GROUP**

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| **1. Project Professionals Group (PPG) has appointed Kevin Stephens that members can talk to about any concerns.** | |
| | Set up ways to communicate with members online (e.g. through Skype or Zoom) and communicate with them as required. |
| | Provide information to members about any available supports. |
| **2. Physical distancing.** | |
| | Put up posters around their workplace on keeping at least 1.5 metres distance between everyone at their workplace. |
| | Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded. |
| | Move work stations, desks and tables in staff rooms further apart to comply with social distancing. |
| | If possible, bring in shift arrangements so less staff are in the workplace at once. |
| | Instruct workers to have meetings by phone or online instead of in person. If not possible, suggest they meet in a large space and keep meetings short. |
| | Review regular deliveries and request contactless delivery. Check systems for e-invoicing are in place. |
| | Provide social distancing markers on the floor in areas where clients and/or vendors line up or where workers perform tasks. |
| | Nominate a person on the work floor to be responsible for keeping everyone the required 1.5 metre distance apart in accordance with government requirements. |
| **3. Handwashing and hygiene** | |
| | Have hand sanitiser stations at entry and exit points and around their workplaces, including PPG education and conferences venues. |
| | Ensure bathrooms are well stocked with hand wash and paper towel. |
| | Put up posters with instructions on how to hand wash/hand rub. |
| | Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick. Have automatic alerts set up on computer systems to remind workers about washing hands and not touching eyes, nose and face. |
| | Instruct their employees to limit contact with others – no shaking hands or touching objects unless necessary. |
| | If possible, accept only cashless transactions. |
| | Increase access to closed bins in your workplace. |

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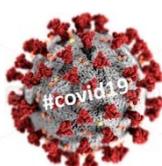
| | 4. Cleaning |
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| | Ensure any areas frequented by workers or others (e.g. visitors to your premises) are cleaned at least daily with detergent or disinfectant. |
| | Instruct workers to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves. |
| | Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes elevator buttons, handrails, tables, counter tops, door knobs, sinks and keyboards. |
| | Instruct workers to clean personal property that comes to work, such as sunglasses, mobile phones and iPads with disinfectant, such as disinfectant wipes. |
| | **5. Monitor symptoms** |
| | Put up signs about the symptoms of COVID-19 in the workplace. |
| | Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call their Coronavirus hotline. |
| | Instruct workers to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19. |
| | Remind staff of their leave entitlements if they are sick or required to self-quarantine. |
| | Treat personal information about individual workers' health carefully, in line with privacy laws. |
| | Facilitate working from home, if possible, for staff who are required to self-quarantine but are not displaying symptoms of COVID-19. |
| | **6. Plan ahead.** |
| | Nominate a worker or a team of workers to champion safe practices in the workplace and teach their colleagues the proper procedures listed above. |
| | Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in your workplace. |
| | Consider what you will do if one of your workers is suspected or confirmed to have COVID-19, including how you will support that worker and what you need to do to ensure the workplace remains fully operational and safe for other workers. |
| | Consider if you have appropriate cleaning products and personal protective equipment available to disinfect your workplace following an outbreak. If you do not, consider options for hiring a cleaning company to do this work. |
| | Put a protocol in place for reopening your workplace after an outbreak or quarantine period. |
| | Consult with workers about returning to the workplace and ensure return to work arrangements are consistent with public health requirements. |