

## **COVID -19 Inspection Checklist**

The purpose of this inspection checklist is to:

1. provide an assessment framework in terms which the employer can assess the organizations' level of implementation of Occupational Health and Safety measures from a COVID-19 perspective;
2. implement the assessment framework requirements and to determine the nature, scope and extent of compliance gaps;
3. ensure that there is a gap analysis, feedback and continuous improvement protocol in order to enhance the achievement of objectives.

### **PURPOSE**

This tool is to be used by the appointed COVID-19 Manager and the COVID -19 Compliance Officer to assess:

1. the potential risk of exposure to COVID-19;
2. the adequacy of control measures; and
3. provide recommendations to management.

### **OBJECTIVES**

1. To identify and assess the potential risk of exposure to COVID-19 at screening and testing facilities and workplaces.
2. To identify control measures (or the absence of control measures) and assess their effectiveness to prevent exposure.
3. To inform the management and employees of the risk of potential exposure to COVID-19 and additional controls that may be required.

## **REQUIREMENTS**

1. A risk assessment must have been conducted which included all work areas, work activities and persons at risk.
2. All workers must have been informed of the contents of the Department of Employment and Labour directives, as well as organizational standards to manage COVID-19 exposure and the way the same must be implemented.
3. If a worker has been diagnosed with COVID-19, an employer must:
  - a. inform the Department of Health (report may be made to the COVID-19 hotline: 0800 02 9999) and the Department of Employment and Labour;  
and
  - b. give administrative support to any contact-tracing measures implemented by the Department of Health.

## INSPECTION LIST

| 1.  | <b>Basic education &amp; awareness campaigns</b>  | Yes | No | NA |
|-----|---|-----|----|----|
| 1.1 | Staff COVID-19 education/communication programme implemented?   |     |    |    |
| 1.2 | Contractor staff COVID-19 education/communication programme implemented?  |     |    |    |
| 1.3 | Correct PPE use, fitment, maintenance, disposal and limitations training programme implemented?   |     |    |    |
| 1.4 | Health status self-monitoring and reporting / or questionnaire for employees implemented?   |     |    |    |
| 1.5 | Workers provided with information that raises COVID-19 awareness, including where reasonably practicable leaflets and notices placed in areas informing workers of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if presenting the symptoms? |     |    |    |

| 2.  | <b>Hygiene / cleaning measures/ Sanitisers/ Disinfectants etc</b>   | Yes | No | NA |
|-----|---|-----|----|----|
| 2.1 | Work surfaces are sanitised with appropriate disinfectants at appropriate intervals?  |     |    |    |
| 2.2 | Equipment are sanitised before and after use?   |     |    |    |
| 2.3 | Hand washing facilities are available?  |     |    |    |
| 2.4 | Soap and paper towels/hand dryers are available at handwashing basin?   |     |    |    |
| 2.5 | Hand washing is done by all person on entering the workplace, after removing PPE, and before leaving?   |     |    |    |
| 2.6 | Available hand sanitizer contains at least 70% alcohol content and is in accordance with the recommendations of the Department of Health?   |     |    |    |
| 2.7 | There are sufficient quantities of hand sanitizer based on the number of workers and other persons who access the workplace at the entrance of, and in the workplace which the workers or other persons are required to use; and every employee who works away from the workplace, other than at home, is provided with an adequate supply of hand sanitizer? |     |    |    |
| 2.8 | If a worker interacts with the public, provide sufficient supplies of hand-sanitizer at that worker's workstation for both the worker and the person with whom the worker is interacting?   |     |    |    |
| 2.9 | Waste pertaining to masks, gloves and paper towels is disposed of in a bin and removed from site in accordance with waste management procedures?  |     |    |    |

| <b>3.</b> | <b>Reduce physical contact (social distancing)</b>  | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|-----------|---|------------|-----------|-----------|
| 3.1       | Facility access and visitation is limited or restricted?  |            |           |           |
| 3.2       | Limit crowds or gatherings (e.g. large groups >10 or groups in restricted spaces)?  |            |           |           |
| 3.3       | Discourage physical contact of employees (e.g. handshakes, hugs)?   |            |           |           |
| 3.4       | Management of communal areas (e.g. change rooms and eating areas)?  |            |           |           |
| 3.5       | Ensure that employees are more than two meters apart when dining and not sitting face to face. Ensure that utensils are not shared and disinfected? |            |           |           |
| 3.6       | Controls implemented to eliminate / minimize frequent contact of surfaces (e.g. leave doors open where possible)?                                   |            |           |           |
| 3.7       | Tea and lunch breaks staggered to limit employee groupings?   |            |           |           |
| 3.8       | Work areas rearranged to ensure at least 1,5 meters distance between employees?   |            |           |           |
| 3.9       | No clustering in and near elevators. Elevators not to take more than 50% of their carrying capacity?  |            |           |           |
| 3.10      | All employees / visitors entering the company are screened for COVID-19 symptoms?   |            |           |           |
| 3.11      | All employees and visitors entering the company who screen positive for COVID-19 symptoms are immediately provided with FFP1 masks and isolated?    |            |           |           |
| 3.12      | Instructions issued to minimize contact between workers as well as between workers and members of the public?                                       |            |           |           |

| <b>4.</b> | <b>Engineering control measures</b>  | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|-----------|--|------------|-----------|-----------|
| 4.1       | Mechanical ventilation is in working order (inward flow, not recirculated to other areas of building, HEPA filtered when reconditioned and recirculated in laboratory, exhausted air discharged through HEPA filters)? |            |           |           |
| 4.2       | Physical barriers / screens as a barrier between employees and visitors where possible?  |            |           |           |
| 4.3       | Where Air conditioners must be used, re-circulation of internal air is disabled? Weekly clean/disinfect/replacement of key filter components?  |            |           |           |

| <b>5.</b> | <b>Administrative controls</b>   | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|-----------|--|------------|-----------|-----------|
| 5.1       | Reliable and sustainable source for procurement of key control components, including PPE available?  |            |           |           |
| 5.2       | Adequate supplies of PPE, sanitary materials and cleaning products available?  |            |           |           |
| 5.3       | Procedures are in place for employees to self-check and / or supervisors and colleagues to verify that all relevant PPE is used by employees during all times? |            |           |           |
| 5.4       | Emergency communication plans are current and in place?  |            |           |           |

|     |  |  |  |  |
|-----|--|--|--|--|
| 5.5 | Access to psychological support services?  |  |  |  |
| 5.6 | Are the COVID-19 Infection Prevention and Control Guidelines for South Africa available, and have they been explained to employees?                                    |  |  |  |
| 5.7 | Notify employees that if they are sick or have symptoms associated with the COVID–19 that they must not come to work and to take paid sick leave in terms of the BCEA? |  |  |  |
| 5.8 | COVID-19 Manager and Compliance officer appointed?   |  |  |  |

| 6.   | Personal Protective Equipment, including cloth masks  | Yes | No | NA |
|------|---|-----|----|----|
| 6.1  | PPE is selected based on a documented risk assessment, and meets the minimum recommendations?   |     |    |    |
| 6.2  | PPE available in the appropriate sizes?   |     |    |    |
| 6.3  | Disposable gloves available and used where required?  |     |    |    |
| 6.4  | Disposable plastic aprons available and used where required?  |     |    |    |
| 6.5  | Closed shoes, non-slip soles and shoe covers enforced?  |     |    |    |
| 6.6  | Eye protection (goggles/face shield or visors) used where required?   |     |    |    |
| 6.7  | Respiratory protection (FFP1/N95 or better respirators) for high risk situations and surgical masks for infectious persons available?   |     |    |    |
| 6.8  | PPE is consistently and properly worn where required?   |     |    |    |
| 6.9  | PPE is regularly inspected, maintained and replaced, as necessary?  |     |    |    |
| 6.10 | PPE is properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment?   |     |    |    |
| 6.11 | Documented respiratory fitment programme that includes fit testing, training, and medical assessments?  |     |    |    |
| 6.12 | Facial hair (clean shaving) policy for areas where respirators are mandatory?   |     |    |    |
| 6.13 | All staff wearing masks when in public areas?   |     |    |    |
| 6.14 | Employees provided, free of charge, with masks which comply with the requirement set out in the Guidelines, for the employee to wear while at work and while commuting to and from work?  |     |    |    |
| 6.15 | The number and replaceability of cloth masks provided to an employee must be determined in accordance with sectoral guidelines and in the light of the employee or worker’s conditions of work, in particular, where these may result in the mask becoming wet or soiled? |     |    |    |
| 6.16 | Every employer must ensure that workers are informed, instructed and trained as to the correct use of cloth masks?  |     |    |    |
| 6.17 | Appropriate arrangements are available for the washing, drying and ironing of cloth masks in accordance with the Guidelines?  |     |    |    |

[http://www.thedtic.gov.za/wp-content/uploads/Updated Recommended Guidelines Fabric Face Masks.pdf](http://www.thedtic.gov.za/wp-content/uploads/Updated_Recommended_Guidelines_Fabric_Face_Masks.pdf)

| <b>7.</b> | <b>Safe Work Practices</b>   | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|-----------|--|------------|-----------|-----------|
| 7.1       | Work practices and procedures have been reviewed and updated to minimize employee interaction and ensure distancing? |            |           |           |
| 7.2       | Work practices and procedures have been reviewed and updated to minimize sharing of hand tools and equipment?        |            |           |           |
| 7.3       | Stationary (pens/markers/rulers/etc) are not shared by staff as far as reasonably possible?                          |            |           |           |
| 7.4       | Safe work procedures have been updated to ensure disinfection of machinery and equipment by operators before use?    |            |           |           |

| <b>8.</b> | <b>Waste management</b>  | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|-----------|--|------------|-----------|-----------|
| 8.1       | Waste management policy and contract with service provider in place?                                       |            |           |           |
| 8.2       | Waste management contractor complies with occupational health and safety requirements for their employees? |            |           |           |
| 8.3       | Records of waste removal, destruction and treatment available?   |            |           |           |

| <b>9.</b> | <b>Safety equipment</b>  | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|-----------|--|------------|-----------|-----------|
| 9.1       | First aid kits readily available?  |            |           |           |
| 9.2       | Eye wash bottles or fountains where required available and in working order? |            |           |           |
| 9.3       | Firefighting equipment is available, in good working order and serviced?     |            |           |           |

| <b>10.</b> | <b>Emergency response</b>   | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|------------|---|------------|-----------|-----------|
| 10.1       | Response plan available and communicated when someone with symptoms of COVID-19 in the workplace is identified? |            |           |           |
| 10.2       | Suspected COVID-19 case isolation areas and protocols in place?   |            |           |           |
| 10.3       | System to track and trace potential interactions?   |            |           |           |
| 10.4       | Self-quarantine protocols available and current?  |            |           |           |

| <b>11.</b> | <b>Symptom screening</b>   | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|------------|--|------------|-----------|-----------|
| 11.1       | Measures in place to screen all staff when they report for work, to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing)?          |            |           |           |
| 11.2       | Measures in place and communicated, requiring every worker to report whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness when reporting for duty? |            |           |           |
| 11.3       | Measures in place and communicated, requiring every worker to immediately inform the employer if they experience any of the said symptoms while at work?   |            |           |           |

|      |   |  |  |  |
|------|---|--|--|--|
| 11.4 | <p>Measures in place to ensure the employer complies with guidelines issued by the National Department of Health in respect of –</p> <ul style="list-style-type: none"> <li>i. symptom screening; and</li> <li>ii. in addition, where required to do so, medical surveillance and testing?</li> </ul>   |  |  |  |
| 11.5 | <p>If a worker presents with the said symptoms or advises the employer of these symptoms, the employer –</p> <ul style="list-style-type: none"> <li>i. does not permit the worker to enter the workplace or report for work; or</li> <li>ii. if the worker is already at work immediately- <ul style="list-style-type: none"> <li>a) the worker is isolated, provided with a FFP1 surgical mask and arrangements made for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing; and</li> <li>b) assess the risk of transmission, disinfect the area and the worker’s workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission;</li> </ul> </li> <li>iii. ensures that the worker is tested or referred to an identified testing site;</li> <li>iv. places the employee on paid sick leave in terms of the BCEA or if the employee’s sick leave entitlement is exhausted, make application for an illness benefit in terms of UIF and related schemes;</li> <li>v. ensures that the employee is not discriminated against;</li> <li>vi. if there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).</li> <li>vii. if there is evidence that the worker contracted COVID-19 as a result of occupational exposure, report the case to the Department of Labour as required in terms of Section 25 of the Occupational Health and Safety Act 85 of 1993;</li> <li>viii. if a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow a worker to return to work on the following conditions: <ul style="list-style-type: none"> <li>a) The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19;</li> <li>b) the employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and</li> <li>c) the employer closely monitors the worker for symptoms on return to work.</li> </ul> </li> </ul> |  |  |  |

| <b>12.</b> | <b>Measures in respect of workplaces to which public have access</b>  | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|------------|---|------------|-----------|-----------|
| 12.1       | Controls are implemented to ensure as far as reasonably practicable that employees are protected from being exposed to the virus through their interaction with the public and to protect members of the public from being exposed to virus through their interaction with workers or other persons present in the workplace? |            |           |           |

| <b>13</b> | <b>General</b>  | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|-----------|---|------------|-----------|-----------|
| 13.1      | Have employees over 60 years of age as well as those with comorbidities been engaged in respect of working from home and accommodated as best possible? |            |           |           |
| 13.2      | Are disease surveillance protocols and practices in place?  |            |           |           |
| 13.3      | Are staff screened on a daily basis for symptoms of COVID-19 and does this include a symptom check and a temperature assessment?                        |            |           |           |
| 13.4      | Are all employees using cloth masks, particularly where social distancing is not possible nor viable?   |            |           |           |
| 13.5      | Are hand sanitizers or appropriate hand-washing facilities available?   |            |           |           |
| 13.6      | Are stringent social distancing measures in place in the workplace?   |            |           |           |