

How to use this poster:

Please print the checklist on the following page. Make sure you complete all the actions to keep your staff safe.

Print poster on
page 2



Social distancing checklist - keeping my staff safe

- ☐ **I have** informed my employees that they should only come into work if they are well and not showing symptoms, and no one in their household is self-isolating
- ☐ **I have** advised my employees to wash their hands with soap and water for 20 seconds, as regularly as possible
- ☐ **I have** ensured that my staff are not working face-to-face and are keeping at least 2m apart
- ☐ **I have** implemented a consistent pairing system for employees that work in close proximity
- ☐ **I have** implemented staggered arrival and departure times to reduce crowding into and out of the workplace
- ☐ **I have** implemented staggered breaks so that staff are not congregating in communal areas at the same time
- ☐ **I have** suggested outdoor breaks and meetings to my staff so they can interact more safely
- ☐ **I have** nominated social distancing champions in the workplace to demonstrate social distancing guidelines to other staff and customers