

MHI-COVID-19 Return To Workplace Audit Checklist

*RTWP - Return to Workplace Plan

Date	Time	Location:
Auditor Name: Contact #:		Admin Manager: RTWP Committee Lead: RTWP Issue Date:
Is the RTWP posted on Safety Board? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no explain why?) Has the RTWP been communicated with employees? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no explain why?)		How many employees are working in the office/shop? <ul style="list-style-type: none"> ▪ MHI staff ▪ Contractors and Sub-contractors (where applicable) Total capacity of the office/shop?
Have all employees on site completed the awareness e-module, prior to returning to workplace?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> What %
Is there a protocol in place for sign in/out for employees and visitors/contractors?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)
Is there a policy and/or procedure in place for employees who are ill?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", Have employees been made aware of it?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a screening checklist for visitors?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know how to get the cleaning supplies?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)
Are physical barriers in place at all offices/cubicles (where required) to maintain social distancing requirements?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)
Is soap and water/cleaning/disinfecting supplies available onsite?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)

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<p>Is signage posted for hand washing at sinks and washrooms/lunch rooms?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p>
<p>Is there enhanced cleaning of the washrooms in place?</p> <p>Are waste bins cleaned on regular basis?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p>
<p>Is the washroom capacity/limit of max users at any given time posted on washroom doors/access point?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p>
<p>Is enhanced cleaning of lunch/break rooms in place and followed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p>
<p>Is the lunch room capacity/limit of max users at any given time posted on lunchroom door/entrance?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p>
<p>Is equipment and machinery being cleaned/disinfected regularly (Employee personal office space)?</p> <p>Are signs posted for employees to follow?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p>

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<p>Are signs posted for meeting rooms (max capacity)?</p> <p>Can social distancing be maintained in the conference room?</p> <p>Are supplies readily available in the conference room for cleaning and disinfecting?</p> <p>Are employees following the posted protocols for the conference room (i.e. cleaning/disinfecting before and after each use)?</p> <p>Are waste bins cleaned on regular basis?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p>
<p>Are posters present and being adhered to as per the plan (photocopies, supplies room)?</p> <p>Are cleaning supplies being maintained in the common area?</p> <p>Are waste bins cleaned on regular basis?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p>
<p>Can the work duties be staggered (different start/end time) to maintain social distancing?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p>
<p>Is personal protective equipment (PPE) available for use (e.g. gloves, etc.)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place (explain what?)</p>
<p>Is a protocol in place for safe use of elevator/stair ways?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Alternative Measures in place (explain what?)</p>



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<p>Are signs posted at the entrances of elevators/stair ways?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Alternative Measures in place (explain what?)</p>
<p>Are Employees following the Mandatory/Highly Recommended Face mask Guideline?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (if no please explain)</p>
<p>Employee Interview Section (maintain social distance during interview):</p>	
<p>Are you aware of the RTWP plan and/or procedures that are in place for employees to follow?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If "Yes", how were you made aware of it?</p>	
<p>Are supplies readily available for cleaning and disinfection?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is required PPE available (e.g. gloves)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Do you feel safe at work?</p> <p>Do you have any concerns for RTWP Plan?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (if no explain why?)</p>
<p>Audit Summary:</p>	
<p>Unsafe Observation and Findings:</p>	
<p>Opportunities for Improvement:</p>	