

# Back to Business Re-start Checklist

	Y/N	Notes	Responsibility	Date/Time	Initials
Read Pandemic Policy					
Complete C19 Risk Assessment					
Create Safe Operating Procedures for Operations					
Hold Restart Toolbox (remotely)					
Re-induct all Workers					
Re-assess all Contractors and Suppliers					
Display Contact Trace QR Codes					
Set up Manual Contact Trace Register					
Display Covid-19 signage					
Set up contactless safe zones					
Separate workstations (social distancing)					
Set up wash stations and sanitiser stations					
Ensure PPE (including disposable masks and gloves) are available to all Workers and Customers					
Purchase disinfectant					
Set up C19 Cleaning Checklist					
Ensure C19 policies and procedures are publicly available for customers					