

Checklist for the prevention of COVID-19 spreading at workplaces

1. This is a **basic** checklist **that aims to confirm the implementation status of measures to prevent COVID-19** at the workplace.

2. Some items may not suit all types of industries, work or professions. Any answer "no" to some questions would not always mean the measures are inappropriate or insufficient. It is important to check the actual situation in the workplace and **involve everyone to take practical, preventive actions**.

3. Be sure to report the result of the checking to **the Health Committee** for discussion and improvement when an item would appear to be inappropriate or insufficient. It is also important **that the result be disclosed to all the workers**.

At workplaces without a Health Committee, employers are requested to check and review.

* The results need not to be submitted to the Inspectors' Office or the Prefectural Labour Bureau.

Check points	Please answer!
1 Organizational management	
Business owner has expressed a policy to prevent the spread of COVID-19, and has been emphasizing the importance of its prevention to workers.	Yes / No
Appoint a person responsible for the prevention of infectious diseases and another in charge of its operations. (They may be the company's health officer and health promoter)	Yes / No
Inform workers about the company policy and rules on the prevention of COVID-19.	Yes / No
Educate the supervisors or foremen so that they can guide workers to take preventive actions.	Yes / No
The Safety and Health Committee, the Health Committee or a committee of employers and employees works to discuss practical measures to prevent COVID-19 at the workplace.	Yes / No
Inform workers to practice a "new lifestyle" and to avoid "5 situations that increase the risk of infection" in their daily life outside the company.	Yes / No
Encourage workers to install COVID-19 Contact-Confirming Application (COCOA).	Yes / No
2 Basic measures to prevent infection	
1) Three basic protective measures, i) physical distancing, ii) wearing a mask, iii) washing hands	
Ask workers to keep a two-meter distance or at least one meter with other people.	Yes / No
Ask workers to avoid direct face to face conversation and speaking.	Yes / No
Ask workers to wear a mask anytime, anywhere, especially during conversations. * Go and check No.6 when you are at a risk of heat stroke.	Yes / No
Ask workers to wash hands with running water and soap (otherwise, with effective hand sanitizer) in appropriate ways at least for 30 seconds.	Yes / No
Other: please indicate. ()	Yes / No
2) Avoid the "3 Cs" ---thoroughly	
Ask workers to avoid "3 Cs", i.e., Crowded places, Close-contact settings, and Closed spaces, and require them to avoid those situations at work as well as in daily life.	Yes / No
Other: please indicate. ()	Yes / No

Check points	Please answer!
3) Regular check of health conditions	
Ask workers to measure body temperature to make sure they are normal before coming to work.	Yes / No
Ask workers at the beginning of work whether they have any abnormal symptoms such as fever, dullness and other cold-like symptoms, and smell or taste disorder.	Yes / No
Foster an environment that encourages workers to easily report the feeling of sickness and to rest at home without any disadvantageous treatment.	Yes / No
Other: please indicate. ()	Yes / No
4) Health management at work	
Avoid long hours of overtime-work to avoid accumulating fatigue.	Yes / No
Make them aware of taking enough nutrition and sleep.	Yes / No
Other: please indicate. ()	Yes / No
5) Practice "new work style" in the context of "new lifestyle".	
Introduce "teleworking" or "working in rotation".	Yes / No
Introduce "flexible work hours".	Yes / No
Introduce "wider office space" with less workers.	Yes / No
Introduce "meeting online."	Yes / No
Introduce "exchange name cards online."	Yes / No
Introduce "practicing frequent ventilation and wearing masks at face-to-face meeting."	Yes / No
6) Collect information on COVID-19	
Collect information regularly through the website of Government, local governments, the Japanese Society of Travel and Health, the Japan Society for Occupational Health, and other public academic societies.	Yes / No
Other: please indicate. ()	Yes / No
3 Practical measures to prevent COVID-19	
1) Basic protective measures	
Avoid organizing such events that may contain all of "3 Cs," i.e., 1) Crowded places, 2) Close-contact settings with conversation in loud voice, and 3) Closed spaces with poor ventilation.	Yes / No
Try to avoid any of the "3 Cs" shown above to reduce the risk of the spread.	Yes / No
Other: please indicate. ()	Yes / No
2) Intervention in closed spaces with poor ventilation	
The indoor air quality meets the standards prescribed by the Act on Maintenance of Sanitation in Buildings and its related regulations in the case mechanical ventilation system is introduced. (Keep the temperature 18° C or above.)	Yes / No
Open the windows and ventilate properly (including proper use of air cleaners equipped with HEPA filters) keeping the temperature 18° C or above and relative humidity 40% or above in the case the office has windows. See the leaflet "Recommended ventilation method for resolving 'poorly ventilated closed spaces' in winter."	Yes / No
Inform workers of the importance of keeping some windows open when in train or other public transportations.	Yes / No
Other: please indicate. ()	Yes / No

Check points	Please answer!
3) Intervention in crowded places	
Try to reduce the number of workers coming to the office depending on the types of business.	Yes / No
Introduce flexible work hours, commuting by bike or private cars to avoid unnecessary crowded places at commuting by public transportation.	Yes / No
Introduce video conferences or meetings on the web to avoid unnecessary meetings in person.	Yes / No
At the face-to-face meetings, wear masks, keep distance of two meters, or at least one meter under restricted situations with other people, and try to avoid facing front to front.	Yes / No
At the necessary face-to-face business communications, ask workers to wear masks, and place transparent PVC/PO sheet or acrylic plates in front of the workers.	Yes / No
Encourage workers to wear masks, keep good ventilation and keep physical distance to avoid "3 Cs" outside the office.	Yes / No
Other: please indicate. ()	Yes / No
4) Prevention of contagious infection	
Try to avoid sharing office facilities such as telephones, PCs and desks, and jig and tools. Wash hands or use hand sanitizer before and after sharing those items.	Yes / No
Be sure to disinfect before and after use of the desks, make sufficient spaces between seats and keep track of the usage situation when employees don't have individually assigned desks.	Yes / No
Frequently wipe clean office supplies, equipment, and tools that workers may touch (with more than 60% alcohol content sanitizer, surfactants or 0.05% Sodium hypochlorite solution). *Spraying sterilizer or sanitizer in the air is not recommended since it may cause adverse health effects by adhesion to eyes or skin, or inhalation.	Yes / No
Other: please indicate. ()	Yes / No
5) Avoid conversation or speaking when nearby	
Keep physical distance without loud voice when speaking with others at workplace.	Yes / No
Try to avoid unnecessary face-to-face meetings or conversation at close distance with visitors, customers and business partners.	Yes / No
Limit conversation up to 15 minutes and speak with a distance of less than one meter when talking without masks necessarily.	Yes / No
Keep wearing respirators/gas masks required by laws to prevent exposure from dust or chemical vapor, even during verbal communication. Respirators with speaking diaphragm or loudspeakers are also recommended.	Yes / No
Other: please indicate. ()	Yes / No
6) Cleaning of restrooms	
Regularly wipe clean with sanitizer, especially surfaces people often touch.	Yes / No
Wipe floor and walls clean with 0.1% of sodium hypochlorite aqueous solution, wearing gloves.	Yes / No
Flush water after closing the toilet lid.	Yes / No
Install paper towels or have workers use their own towels.	Yes / No
Stop operating hand dryers, and prohibit sharing towels.	Yes / No
Other: please indicate. ()	Yes / No
7) Resting rooms	
Reduce the number of workers in the resting room. Ask not to sit facing directly or stay long for meals or conversation.	Yes / No
Try to keep good ventilation at resting room.	Yes / No

Check points		Please answer!
Regularly wipe clean with sanitizer, especially the surfaces of shared items such as tables, chairs as well as buttons of vending machines.		Yes / No
Ask to wash hands or use hand sanitizer before and after using a rest room.		Yes / No
To prevent close-contact settings at company cafeterias, limit seats or keep distance between seats, or allow flexible lunch time.		Yes / No
To prevent contagious infection at company cafeterias, ask not to share tongs and thermos bottles.		Yes / No
Limit the number of smokers in the smoking room, ask them to smoke after hand sanitizer is sufficiently dry.		Yes / No
Give due consideration for appropriate operation of other major shared facilities to avoid "3 Cs."		Yes / No
Other: please indicate. ()		Yes / No
8) Treatment of waste materials		
Dispose of garbage with running nose or saliva in a plastic bag tightening its string. That garbage includes disposable cups, bottles, cans, or plastic bottles.		Yes / No
Wear masks, gloves and eye protectors when collecting garbage. Ask workers to wash hands with running water and soap.		Yes / No
Other: please indicate. ()		Yes / No
4 Consideration to workers under certain situations		
Ask workers to comply with the rule that no one is allowed to come to the office and also to speak with their family doctor or nearby medical facility on the phone in the case she/he has a cold-like symptom.		Yes / No
Make necessary adjustments, based on the request from the workers and the medical opinions of the industrial physician, for the aged workers, workers with underlying health conditions (diabetes, heart failure, chronic respiratory or kidney disease, hypertension, cancer etc.) and workers at other higher risk for severe illness from COVID-19, as well as pregnant workers. Those adjustments may include working from home or flexible working hours.		Yes / No
Restrict the engagement or attendance of a pregnant worker after considering medical opinions of the industrial physician, when she comes up with the recommendations by a physician or midwife with maternity-healthcare contact card.		Yes / No
When introducing teleworking, understand the characteristics of working at home such as possible jumble between work and daily life, failure of close communication with the supervisors or coworkers. Be prepared for dealing with their mental health, lack of exercise, or irregular sleeping rhythm.		Yes / No
Other: please indicate. ()		Yes / No
5 When a worker gets infected with COVID-19 including those who have close contact with the person		
1) Clear prohibition of disadvantageous treatment or discrimination to those infected shown above		
Make sure workers know about the rules that prohibit any disadvantageous treatment such as dismissal or any types of discriminations in the case a worker has tested positive or has possible close-contact with a COVID-19 patient.		Yes / No
2) Actions to take		
Ask workers to report to the office by phone or email the moment a worker has tested positive for COVID-19.		Yes / No
Ask workers to report to the office by phone or email the moment a worker has been requested to stay at home by local health authorities due to the possible close-contact with a COVID-19 patient.		Yes / No
Inform workers of the contact point/person of the office appointed so that they can report the possible case. The rules for protecting such delicate information are established and communicated to workers.		Yes / No
Establish the rules of the actions to be taken in the case that a worker is found to have a possible close-contact with those who have tested positive, and the rules are communicated to workers.		Yes / No
Consider in advance the action to take when the office needs to be disinfected.		Yes / No

Check points		Please answer!
	Other: please indicate. ()	Yes / No
3) Other preventive actions		
	Have knowledge of local health centers and the Centers for Japanese Returnees and Potential Contacts to ask for help.	Yes / No
	In-company clinic or health facility is ready to accept workers with poor physical condition to protect others from being infected with COVID-19. Medical staff will follow the standardized preventive practice and an appropriate protecting scheme is introduced such as patients' wearing masks, separate waiting rooms or keeping distance among patients.	Yes / No
	Other: please indicate. ()	Yes / No
6 Prevention of heat illness (Check if the workplace has a risk of heat illness such as hot environment)		
	Encourage workers to reduce the physical workload as well as take frequent rests to reduce the chance of having fever.	Yes / No
	Ask workers to drink water and take salt even if they are not thirsty. * By wearing masks, workers may not feel thirsty very much.	Yes / No
	Advise workers to take off masks when they are outside and at a distance of at least two meters from others are not speaking loudly.	Yes / No

* For more information, please contact your local Labour Offices or Labour Standards Inspectors' Office.

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