



PUBLIC SERVICE OCCUPANCY CLEARANCE FOR COVID-19 COMPLIANCE / INSPECTION CHECKLIST

NO.	CRITERA	YES	NO	N/A	COMMENT
1.	Is your Ministry/Department regularly monitoring expert advice from the BVI Health Emergency Operations Center (HECO) as the coronavirus situation evolves?				
2.	**Do you have liquid hand soap and paper towel available in all your restrooms?				
3.	**Do you have hand sanitiser available for staff and customers?				
4.	**Do you have workplace infection control procedures and practices in place and have they been shared with <u>all</u> members of staff? (this can be information shared with the HEOC)				
5.	**Do you have on hand adequate supplies that will help to protect staff from COVID-19, i.e. PPEs- gloves, sanitizer, liquid soap, disinfectants, surgical masks etc.?				
6.	**Is your staff current on information about how they can protect themselves and their families from the Coronavirus and keep employees up to date on any new information?				
7.	Are you familiar with the protocol for requisitioning supplies such as liquid soap, cleaning supplies, and hand sanitizer etc. to remain prepared for COVID-19?				
8.	**Does your workplace meet Social Distancing requirements set out by the HEOC? (see appendices)				
9.	**Is your cleaning staff trained to provide effective cleaning using the recommended cleaning protocols for infection control?				

10.	**Do you have any educational materials about coronavirus i.e. posters, erected in visible areas for the benefit of staff and clients?				
11.	**Have you considered what activities at work put your staff and clients at risk and have you discussed measures to reduce that risk?				
12.	Does any of your work stations service a high volume of clients?				
13.	Do you require barriers for crowd control or barriers such as glass or clear plexy to provide additional safety and protection for your staff?				
14.	Is your business continuity plan up-to-date, in light of COVID-19?				
15.	Have you ensured that all members of staff have seen the Circulars and information issued by the Deputy Governor regarding COVID, the Department of Human Resources as well as information disseminated by the HEOC?				
16.	Have you identified a member of staff that will be responsible for supplies?				
17.	Have you discussed and made plans for services that can be delivered online or remotely?				

Name of Person Completing Form _____

Ministry / Department _____

Note: The Items with two **asterisks identifies deliverables that are absolutes to have in place prior to receiving clearance to resume services. For every response of "no" please provide a comment on how this will be addressed, including timelines.