**Appendix 4 – Supervisors Duty Check List**

| **No.** | **Duty** | **Date** | **Y/N** |
| --- | --- | --- | --- |
|  | Ensure employees keep a distance of 1½ metres between each other  |  |  |
|  | Ensure employees keep a distance of 1½ metres between themselves and members of the public |  |  |
|  | Ensure rotation system implemented, complied with and operating efficiently |  |  |
|  | Ensure staggered working hours roster implemented, complied with and operating satisfactorily. |  |  |
|  | Ensure shift system implemented, complied with and operating satisfactorily. |  |  |
|  | Ensure employees where cloth masks at all times. |  |  |
|  | Ensure relevant employees where PPE at all times. |  |  |
|  | Ensure visitors, including suppliers wear cloth masks at all times while on the premises. |  |  |
|  | Ensure that employees wash and sanitise their hands on a regular basis, eg hourly |  |  |
|  | Ensure that employees wash and sanitise their work are on a regular basis, eg hourly. |  |  |
|  | If an employee presents with symptoms of Covid-19, advise the Compliance Officer immediately. |  |  |
|  | Assist Compliance Officer with his/her duties. |  |  |
|  | Ensure physical barriers between work stations are erected and maintained to form a solid physical barrier between workers. |  |  |
|  | Ensure queue control in canteen/tea area is implemented |  |  |
|  | Ensure queue control at lavatories is implemented. |  |  |
|  | Divide workforce into groups. |  |  |
|  | Draw up and implement staggered break-times roster. |  |  |
|  | Refer those workers who may be at risk for screening. |  |  |
|  | Assist Compliance Officer with daily Risk Assessments. |  |  |
|  | Ensure that there are sufficient quantities of hand sanitizer in the workplace. |  |  |
|  | Ensure that employees who works away from the workplace, other than at home, have an adequate supply of hand sanitizer. |  |  |
|  | If a worker interacts with the public, ensure they have sufficient supplies of hand-sanitizer for both the worker and the public. |  |  |
|  | Ensure employees disinfect their work surfaces and equipment before work begins. |  |  |
|  | Ensure employees disinfect all work surfaces and equipment regularly during working hours, eg every 30 or 60 mins |  |  |
|  | Ensure employees disinfect all work surfaces and equipment after work ends. |  |  |
|  | Ensure that all areas such as toilets, common areas, door handles, shared electronic equipment, etc, are cleaned and disinfected. |  |  |
|  | Ensure that employees under your supervision wear a mask at all times. |  |  |
|  | Ensure that employees under your supervision have a minimum of two cloth masks. |  |  |
|  | Ensure that employees under your supervision are trained in the correct use of masks. |  |  |
|  | Ensure that employees’ masks are washed, dried and ironed every day. |  |  |
|  | Ensure that employees replace their PPE regularly, eg daily |  |  |
|  | Ensure that the public, including customers & suppliers, are issued with masks when on the premises. |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |