



# Toolbox Covid -19 Checklist for the temporary worker

V.0

Use this checklist to verify that you, as a temporary worker, have received all information from the employer where you are posted regarding Covid-19. If not, notify your contact person or your temporary work agency.

## 1° INFORMATION

- I have received information/training on the measures taken in the company to control the spread of the Covid-19
- I have access to internal information and awareness-raising material within the company (posters, brochures, instruction sheets, etc.)
- I know who to contact in the company if I have any questions about the specific Covid-19 measures implemented in my workstation

## 2° SOCIAL DISTANCING

- I know how to respect a physical distance of at least 1.5 m with other people in my workplace and during my work:
- Means are available (ground markings, mandatory lanes, delimitation of zones, prohibition signs etc.)
- Measures have been taken in all the places that I often use in the company (parking, changing room, refectory, toilets, offices, workshops, lifts, stairs, etc.)
- Measures have been taken for external travel (in vehicles, on construction sites, for customer visits, etc.)
- Specific measures have been taken in case of the impossibility to comply with the min. 1,5 m distance (screens or partitions, limited time, mouth mask, etc.)
- I have received all the instructions from the user undertaking on how to properly wear my mouth mask.

## 3° HYGIENE

- I know how to have proper hand hygiene in the company:
  - I know when and how to wash my hands correctly
  - Liquid soap and water are available and easily accessible
  - Hydroalcoholic gel for hygienic treatment of hands is available
- I know and apply the right gestures when coughing or sneezing
- Regular and frequent cleaning of the rooms is organized in the company
- Regular cleaning or replacement of the contaminated work equipment is organized within the company

## 4° VIGILANCE

- I know what to do in case of illness or the appearance of symptoms, a procedure is provided in the company
- I remain vigilant and scrupulously apply the protective measures against the spread of the Covid-19 in my workplace

**The fight against Covid-19 is everyone's responsibility**  
**Be vigilant for yourself and the people around you**