



Self-inspection checklist

for businesses to prevent the infection and spread of COVID-19



Business overview

Business name		Sector and flagship product	
Address		Telephone	
Name of the person in charge (Mobile phone)		Number of workers (male/female)	workers (/)

Self-inspection checklist for businesses to prevent the infection and spread of COVID-19

	Item	Self-inspection results	Cause of noncompliance or follow-up action (Use a separate sheet if necessary.)
P l a n	1) Have you established a plan to prepare for and respond to infection within the workplace? [The plan must include] - what to do when a confirmed or probable case is found in the workplace (including subcontractors, temp agencies and outsourced service providers) - how to deal with the absence from work of a confirmed or probable case *e.g. Organizing substitute shifts, designating a substitute place of work, changing hours of work and adopting work from home	<input type="checkbox"/> Yes <input type="checkbox"/> No *Tick "Yes" only when your plan contains what is specified under "The plan must include".	
	2) Have you designated a division or person in charge?	<input type="checkbox"/> Yes (a designated division) <input type="checkbox"/> Yes (a designated person) <input type="checkbox"/> No	
h y g i e n e	1) Do you keep the workplace clean and disinfected? *Especially, facilities used by many people, such as washstands, doorknobs, handrails and sinks, should be the main focus. (Dormitories and commuter busses, if any, are also subject to hygiene management)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2) Is the workplace equipped with a sink where people can wash their hands?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3) Is the workplace equipped with protective gear and hygiene products? *The workplace should be equipped with face masks, soap, hand sanitizers, hand towels, toilet paper, disinfectants, thermometers, etc. according to its conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
P e r s o n a l h y g i e n e	1) Have you provided workers with education on preventive and protection measures against infectious diseases (e.g. washing hands and cough etiquette)? *including workers from subcontractors, temp agencies and outsourced service providers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2) Have you placed a notice of personal hygiene rules (e.g. washing hands and cough etiquette) to prevent transmission within the workplace? *Informative notices or posters should be placed at the workplace, office, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3) (Where there is any customer service worker*) Do you have hand sanitizers in the workplace and make sure workers put on face masks to prevent infection? *People who work at medical centers (including outsourced workers and care service providers), airlines, retailers, transportation businesses, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Item	Self-inspection results	Cause of noncompliance or follow-up action (Use a separate sheet if necessary.)	
I n f e c t i o n	1) (For collective facilities and public facilities) Do you conduct regular monitoring to check if there is anyone with a fever (37.5°C) or respiratory symptoms (e.g. a cough and a sore throat)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	2) Is there any worker who has come from abroad in the past 14 days?	<input type="checkbox"/> Yes → Go to 2-1) <input type="checkbox"/> No	
	2-1) (If there is any worker from abroad) Does the worker have a fever (37.5°C) or respiratory symptoms (e.g. a cough and a sore throat)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3) Is there any worker who has come from China in the past 14 days?	<input type="checkbox"/> Yes → Go to 3-1),2) <input type="checkbox"/> No	
	3-1) (If there is any worker from China) Does the worker have a fever (37.5°C) or respiratory symptoms (e.g. a cough and a sore throat)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3-2) (If there is any worker from China) Has the worker avoided outdoor activities, taking leave, working from home or suspending work, until the 14th day from his/her arrival.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
O t h e r s	1) Has there been any confirmed or probable case (including your employees and visitors) in the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

※ Please indicate the cause of **noncompliance** for items where you answered “No”.
Please explain the **follow-up action** taken for items under “Prevention of infection and spread” and “Others” where you ticked the underlined box.

Other difficulties and suggestions	
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Inspector : Affiliation Title Name (Seal)
 Business owner : Affiliation Title Name (Seal)
 Workers' representative : Affiliation Title Name (Seal)

What you should do when there is a confirmed, suspect or investigating case with symptoms in the workplace



- 1 Tell the person concerned immediately to **put on a mask** and **move to a separate place for isolation**.
(Wait until the health authorities give you any instruction.)
- 2 **Call** a local **health center** or the KCDC call center at **1339 immediately**.
- 3 **Inform** everyone involved of the situation.
(to subcontractors and temp agencies you work with, customers who have visited your workplace, etc.)
- 4 **Make sure all of your workers follow personal hygiene rules** (e.g. wearing a face mask) and **prevent their contact with one another by ordering them to stay where they are working or banning movement**.
- 5 Keep anyone who has had **contact** with a **confirmed** or **suspect case** or has a **fever** (at least 37.5 °C) or **respiratory symptoms** (e.g. a cough and a sore throat, etc) waiting at a separate place for isolation until the health authorities give you an instruction.

When you get an instruction from the health authorities

- 1 Follow the instruction and **cooperate** with the health authorities on **epidemiological surveys, preventive measures** in the workplace (e.g. disinfection*), **COVID-19 testing**, etc.
*After getting disinfected following the KCDC disinfection guidelines, the workplace will be closed for one day and go back to normal the next day.
- 2 Follow the instruction and **cooperate** with the health authorities' on **COVID-19 testing** and **any follow-up action*** taken according to the results.
*e.g. Hospitalization, self-isolation and lifting of the quarantine