



Coronavirus – Manager’s Checklist

Please tick to confirm and sign.

Ensure allocated staff member to undertake all checks at weekends

| W/B | Mon | Tues | Wed | Thur | Fri | Sat | Sun |
|---|-----|------|-----|------|-----|-----|-----|
| Reception has been cleaned hourly | | | | | | | |
| Communications have been cascaded | | | | | | | |
| Cleaning and toiletry are supplies available | | | | | | | |
| Staff are supporting clients with handwashing | | | | | | | |
| Staff are handwashing and using PPE | | | | | | | |
| Signature | | | | | | | |

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