

# COVID-19 checklist of questions to answer

## allthingsIC

- Should our people still be expected to travel for work?
- Are there any restrictions on personal travel?
- What should people do if they have travelled to an at-risk area recently?
- What should people do if they have visited a workplace that has subsequently been identified as having a case of Coronavirus?
- What should people do if they feel unwell at work?
- What are the arrangements for someone who decides to self-isolate?
- What if people within my team don't want to come into the office but have not been told to self-isolate?
- What considerations should we have when arranging/attending industry events involving large numbers of people?
- Where can I go for further and current information?
- What's happening in the background that I might not be aware of?
- What will happen to people's holiday allowance if they need to cancel plans to travel?
- What happens if we have a confirmed case and the employee affected has been in the office?
- Do we have any different arrangements for people who may have a reduced immune system?
- What if I cannot attend work as my child's school is closed?
- Is there a chance that the office will become temporarily inaccessible?

NOTES