



COUNTY GOVERNMENT OF MOMBASA

DEPARTMENT OF HEALTH SERVICES  
THE PUBLIC HEALTH ACT CAP 242

Serial No. 011

**INSPECTION CHECKLIST FOR REOPENING OF PUBLIC OFFICES AND BUSINESS PREMISES DURING THE COVID-19 PANDEMIC**

Name of the Business.....

Name of Owner/Proprietor: .....

Plot No.....L.R. No: .....

Physical Address.....

Telephone/Cellphone number.....

Email address.....

Date: ..... Time: .....

No. of Personnel: Male  Female  PWD: Male  Female

Public offices and business premises operating during COVID-19 pandemic MUST observe the following TICK (v) APPROPRIATELY

NO.	SPECIFIC REQUIREMENTS	PROVIDED	NOT PROVIDED	REMARKS
	<b>PREMISES</b>			
1	Person(s) assigned at the entrance points to carry out screening of staff and clients			
2	Functional Thermo guns at both staff and customer/client entry areas			
3	Visibly mounted notice on screening of staff and clients;			
4	Visibly mounted notice on promotion of hand hygiene and physical distancing			
5	Visibly mounted notice on denial of entry of suspected COVID-19 Cases			
6	Notice indicating mandatory donning on of face masks			
7	Holding room for Covid-19 suspected cases			
8	Work stations spaced 6 feet apart and regularly disinfected			
9	Distance from back of one chair to the back of the other at 1 metre			
10	Floor markings to guide the physical distancing within the premise			
11	Adequate ventilation and lighting			
12	Proof that of phased approach where working at home or in shifts is encouraged			
13	Proof of cashless payments such as MPESA			
14	Visible notices for staff promoting hand hygiene and physical distancing			
15	Alcohol-based hand sanitizers or hand washing facility with soap at premises entry and exit points			

16	Availability and evidence of implementation of Standard Operating Procedures (SOPs) for cleaning			
17	Availability and evidence of implementation of Standard Operating Procedures (SOPs) for disinfection			
18	Standard Operating Procedures (SOPs) for reporting illness			
19	Trained cleaners assigned for cleaning and disinfection duty roster			
20	Strategic installation of hand wash facilities inside the premises with soap/detergent			
21	Comprehensive register of customers served with their contact details well documented			
	<p><b>RECEPTION AREA</b></p> <ul style="list-style-type: none"> <li>Consider eliminating reception seating areas and requesting that guests phone ahead or install a plastic partition at the reception area.</li> <li>Review floorplans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines.</li> </ul>			
	<p><b>WORK STATIONS</b></p> <p>Reconfigure workstations so that employees do not face each other, or establish partitions if facing each other cannot be avoided</p>			
	<p><b>AMENITIES</b></p> <ul style="list-style-type: none"> <li>Temporarily replace amenities that are handled with high contact frequency, such as water coolers, coffee makers. E.g. touch- less sensor water dispensers; requesting workers bring in their own water bottles/coffee mugs; providing individually wrapped snacks.</li> <li>Consider using signage to deter use of such amenities.</li> <li>If vending machines are used, provide and require cleaning and disinfectants to wipe down after each use.</li> </ul>			
	<p><b>MEETINGS, TRADING &amp; CONFERENCE ROOMS</b></p> <ul style="list-style-type: none"> <li>Reduce tasks requiring large amounts of people to be in one area. Design work to reduce or eliminate trade stacking in the same area.</li> <li>Employees should be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.</li> <li>If in-person meetings are essential, consider limiting meetings to 10 people or less</li> </ul>			

	<ul style="list-style-type: none"> <li>• Conference rooms that are used should be disinfected on a daily basis at minimum.</li> <li>• Disinfectant wipes or spray should be left in each conference room and employees should be encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during conference room meetings.</li> <li>• Consider limiting in-person meetings to 10 people or less, if virtual meetings are not feasible.</li> <li>• If meetings are to occur in person, they should be conducted in a quick manner.</li> <li>• Lingering and socializing before and after meetings should be discouraged.</li> </ul>			
	<b>LOBBY AND COMMON AREAS</b> <ul style="list-style-type: none"> <li>• Common areas (e.g., lobby, security check-in) should be cleaned and disinfected on a daily basis at minimum.</li> <li>• Regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines</li> </ul>			
<b>PERSONNEL</b>				
22	Adequate Personal Protective Equipment (dust coats, face masks, overalls, disposable gloves)			
<b>WASTE MANAGEMENT</b>				
23	Scheduled waste management procedures – Proof of at least a dustbin for disposal gloves and used face masks			

General personal hygiene: Good  Fair  Poor

Comments:

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Inspected By: .....

Designation: .....

Signature:.....Date:.....

Official Stamp

**COMMITMENT TO ADHERENCE TO SET REGULATIONS**

Name:.....

Designation:.....

Signature:.....Date:.....