

## **Covid-19 Assignment Check List**

HP Risk Management has compiled the following checklist to enable commissioners and editors to understand the risks that journalists and other media workers are exposing themselves to, as they cover the COVID-19 pandemic.

Our checklist enables commissioners and editors to understand how well prepared their journalists are.

### **Points to Consider**

- Does the journalist fall into a [higher risk category](#) of vulnerability to COVID-19?
- Is the journalist residing with anyone from the higher risk category? Do they have any dependents living elsewhere, such as elderly relatives?
- Is the journalist experienced for the assignment in question? Have they been on any other comparable assignments in the past?
- Does the profile of the journalist raise the risk? Consider that outsiders have been attacked by scared locals in some countries/communities.
- Does the journalist have access to personal protective equipment (PPE) such as face masks, gloves, disposable footwear, hazmat suits, safety goggles, protective apron etc?
- Do they know how to don/doff PPE equipment [safely and correctly](#) to prevent cross contamination?
- Do they have access to other supplies such as soap and emergency supplies?
- Have you identified all local medical facilities and recorded the details?
- Have you discussed insurance, medical cover and sick pay should the journalist contract the virus?
- Have you discussed the possibility of psychological or trauma-related stress, and the relevant support they can access?

- Have you discussed their digital security? Pay attention to the risks related to phishing emails, malicious apps and increased levels of trolling.
- Have you discussed the potential for retribution from government/non-state actors as a result of reporting on the COVID-19 outbreak?
- Have you securely recorded the emergency contacts and details of all staff being sent on the assignment?
- Does the journalist have the appropriate accreditation, press passes, or a letter indicating that they work for your organisation?
- Is a contingency plan in place should they fall ill, or end up in a quarantine/lockdown zone for an extended period of time?

**Regularly updated safety mitigation advice regarding COVID-19 assignments can be incorporated into risk assessments via our new online platform called RiskPal. [Please get in touch to find out more.](#)**

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HP Risk Management works with a number of newsrooms and journalist associations, providing on-call risk assessment support, safety advice and training. We continuously support journalists working in high risk and/or challenging environments.

For more information please contact [info@hpriskmanagement.com](mailto:info@hpriskmanagement.com)

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