

RE-OPENING THE WORKPLACE

Version 1 - May 12, 2020

PLANNING FOR CLEANING AND DISINFECTING

- ✓ **How long has work area been unoccupied?** If it has been unoccupied for more than 7 days, then you only need to perform routine cleaning.
- ✓ **Develop a Plan for Cleaning and Disinfecting the Workplace**
 - Clean **all surfaces** with soap and water and **frequently used surfaces**, such as light switches and door knobs, with EPA approved disinfectant.
 - Remove porous surfaces, such as area rugs and seating, to reduce need to clean.
 - No need to disinfect outdoor areas. Simply perform routine cleaning for these.
- ✓ **If prolonged water system shutdown has occurred, ensure it is safe.** Information regarding this can be found at CDC.gov.

LIMIT DENSITY OF PEOPLE AT WORK

- ✓ Continue to work from home if possible.
- ✓ Provide flexible work hours if possible to accommodate childcare and elder care.
- ✓ Educate staff for more willing compliance.
- ✓ Break work into shifts so fewer people are there at a time.
- ✓ Split WFH and on-site for employees where possible (alternating days or weeks).
- ✓ Stagger your start time, so that fewer people are coming into the building at any point in time.

MAKE IT SAFE FOR THOSE THAT HAVE TO BE THERE

- ✓ **Install or Add:**
 - Plexiglass between workstations.
 - Handwashing stations, if possible.
 - UV Lights or UV robots to disinfect.
 - HEPA Air Purifiers in common areas.
 - Automatic door openers, activated by a contactless hand motion, for doors.
- ✓ **Provide:**
 - Face shields.
 - Free, re-usable masks for everyone.
 - Tissues and disinfectant wipes.
 - Hand sanitizer (with reminder signs) in every community area.
- ✓ **Use tissues or disinfectant wipes to:**
 - Open, close, and lock toilet stalls and restroom entry doors.
 - Touch elevator buttons and open certain doors that can't be automated.
- ✓ **Require masks** be worn entering the building, the kitchens, and while riding the elevators.
- ✓ **Remove community doors where possible.**
- ✓ Post signs at building entrances asking people to not enter if they have any exposure or symptoms.

- ✓ Post signs throughout the building reminding of the need for physical distancing.
- ✓ Use 3D printed door handle modifiers to make certain doors openable via the elbow.
- ✓ Use floor signs indicating one-way hallways and direction of traffic flow.
- ✓ Use stairwell signs indicating one-way walking (one going up, one going down).
- ✓ Use marks on the floor 6 feet apart in areas where a line might form (like coffee machines, microwaves, refrigerators, vending machines, and check-in at front desk).
- ✓ Use circles in the elevator indicating where to stand, no more than 3 in the elevator at once. **Best practice is only 1 person per elevator.**

MONITOR COMPLIANCE AND SAFETY

- ✓ **Form a committee** of people from different departments to monitor compliance and safety.
Establish the committee as a source of information. Make sure everyone knows who is on the committee and how to reach them.

ESTABLISH POLICIES

- ✓ **Establish clear work-travel policies for:**
 - Flights*
 - Mass transit*
 - Ride -share*
 - Taxis*
- ✓ Establish actions to be taken if an employee willfully is not complying.
- ✓ Make sure hourly employees are paid while waiting for temperature checks, signing in safely, and more.