COVID-19 Reopening Checklist

At some point in the near future, offices will open up to the public again, presumably, while still under some public health orders. These orders could be in effect to some degree potentially for months. Below are identified issues and suggested mitigation efforts an organization may institute to keep employees and residents safe. This is intended to be a brainstorming and action-tracking document for use in identifying issues, mitigation measures, and resources needed.

The following categories are used to organize the type of work identified to safely begin reopening. This list is not exhaustive.

Reopening Dates

Soft opening date:
Public opening date:

Physical Work Space

MEASURE	EQUIPMENT, SUPPLIES, PERSONNEL, OR PLANNING NEEDS	RESPONSIBLE DEPARTMENT/INDIVIDUAL	COMPLETION STATUS
Ensure that facility ventilation rates are at 30% outside air and increase air exchange rates if possible as weather conditions allow.	-Facilities personnel to evaluate air-handling system.		
Regularly maintain, clean and replace system air filters.	-Ensure adequate supply of filters for air handling.		
Install signage at all entrances to encourage social distancing throughout all facilities that will be open to the public.	-Develop signage. -Purchase mounting equipment.		
Determine safe occupancy capacity of buildings and meeting rooms to meet social distancing and post signage in those spaces.	-Evaluate building and room occupancy.		
Conduct a deep cleaning of facilities prior to return of full staff and opening to residents.	-Contract deep building cleaning.		

Increase frequency of cleaning of facilities • Eliminate clutter (staplers, pens, etc) on counters and common areas • Assign employees to do regular disinfecting of departmental areas • Research obtaining protective coverings for cash register keyboards and credit card machines. • Disinfect items after each use (pens, staplers, etc)	-Need Disinfecting wipes -Need Disinfecting solution -Need Hand Sanitizer and stations -Need covers for keyboards and protection for credit card machines.	-Public Works -All Staff: Encourage staff to maintain common areas and clean/disinfect their workspaces.	
Require cleaning of shared equipment and touchpoints throughout facilities.	-Signage and cleaning supplies will be needed in all areas. -Identify touch points in each department and in common areas. -Coordinate with IT to determine the viability of disinfecting various pieces of technology and situations where cleaning solutions should be avoided.	-Public Works to provide cleaning supplies. -IT to develop guidelines on sensitive equipment.	

Mitigate work spaces where employees cannot maintain 6' of distance:
• Front counter spaces
• Low cubicle walls
• No dividers
	-Utilize empty cubicles
	  • Inventory vacant cubicles, workspaces and conference rooms.
	  • Inventory computer and connective availability.		

	-Install Plexiglas barriers between cubicles that are too close and employees cannot move. Install barriers for the front counter employees.		
Reduce or remove touchpoints where possible.	-Prop open interior doors where appropriate to limit handle contact.		
Ensure adequate supply of hand sanitizer, tissue, masks, and gloves.	-Evaluate PPE and cleaning supply usage to inform supply levels for safe reopening.		
Evaluate point of sale modifications.	-No longer require signature for credit card slips or permit applications -Increase availability and promote usage of apple pay, google pay and android pay.		

Employee Considerations

MEASURE	EQUIPMENT, SUPPLIES, PERSONNEL, OR PLANNING NEEDS	RESPONSIBLE DEPARTMENT/INDIVIDUAL	COMPLETION STATUS
Establish a COVID-19 Policy Page on the intranet that allows for updating as state and federal guidelines are released.	-Develop a policy and post on the internal intranet.		
Establish a process for monitoring employee wellness and sending sick employees home.	-Establish a centralized process and conduct training. -Have all employees enter through main door.		

Encourage employees to stay home when they feel sick or are experiencing any symptoms that are associated with the virus.	-Evaluate the use of regular temperature checks.		
Establish a policy for wearing masks in the office space and for public interactions.	-Develop a written policy with training. -Develop guidance on the proper usage of masks and the use cases for different types of masks.		
Encourage hand washing frequently and for a minimum of 20 seconds.	-Post signage in restrooms		
Encourage continued use of virtual meeting solutions for external and internal meetings and trainings.	-Establish a process for reserving digital meeting spaces.		
Enforce social distancing in common employee areas by limiting 1 chair per table in the lunchrooms and limiting the number of people in each common room. Require employees to disinfect tables and chairs used after each use.	-Remove excess chairs from lunchrooms. -Post signage. -Having cleaning supplies available.		
Limit employee movement between buildings and departments where possible.	-Training and education		
Encourage the use of gloves while handing paper documents from the public, while opening mail, or handling payments.	-Training and education		

Public Considerations

MEASURE	EQUIPMENT, SUPPLIES, PERSONNEL, OR PLANNING NEEDS	RESPONSIBLE DEPARTMENT/INDIVIDUAL	COMPLETION STATUS
Establish a system for monitoring visitors for wellness coming into facilities. Send visitors away	-Staff needed at front door -Training		

and encourage distance solutions if symptomatic. Also, monitor for revised maximum occupancy.	-Public education and awareness		
All visitors need to wear masks and practice social distancing while in buildings.	-Install signage out front to alert the public of rules. -Public education and awareness		
Encourage electronic means of conducting business.	-Public education and awareness		
Promote social distancing and prevent crowding through floor markings and existing building construction.	-Close some front counter gates to prevent crowding and maintain flow to and from points of services. -Install floor decals and markings on the floor to direct the public while also noting social distance.		
Remove some waiting room chairs or benches in to allow for proper social distancing.	-Determine adequate spacing of waiting area chairs.		
Evaluate ability to provide the public masks upon entry.	-Determine availability of masks, -Establish a process for issuing masks.		

Policy Considerations

MEASURE	EQUIPMENT, SUPPLIES, PERSONNEL, OR PLANNING NEEDS	RESPONSIBLE DEPARTMENT/INDIVIDUAL	COMPLETION STATUS
Policy on social distancing in the workplace.	-Develop draft policy		
Work from home policy revisions.	-Develop draft policy		
Policy on cleaning workspace and common spaces.	-Develop draft policy		
Policy on in-office diagnosis, quarantine requirements and disinfection protocols.	-Develop draft policy		

Policy on public health screening and social distancing.	-Develop draft policy		
Policy on required mask usage and distribution.	-Develop draft policy		