Resumption of In-Person Operations Checklist

Occupancy Management
- Determine maximum occupancy
- Using the templates provided, post signs reminding of maximum occupancy, using 100 ft² per person as a guide, and considering the number of private offices and partitioned areas. NOTE: Facilities will produce and install signs in campus buildings.
- Adapt scheduling to ensure ability to maintain social distancing, such as:
  - Rotating days on campus and at home
  - Staggering start times
  - Creating shifts

Preparing the Workspace
- Consider the need for barriers, especially in reception areas.
- Reconfigure work stations such that workers are at least 8 feet from each other at their desks and do not need to face each other.
- Consider requesting Plexiglas or other partitions to separate desk areas, as needed.
  - Contact Facilities Modification Team for evaluation, advice, planning, and implementation of such modifications.
- Consider marking with tape desks and/or chairs to indicate spaces that should not be used in order to maintain social distancing.

Cleaning and Workplace Hygiene
- Provide a supply of tissues.
- Place alcohol-based hand sanitizer in easily accessible areas.
- Ensure there is an adequate supply of sanitizing wipes or cleaners effective against the virus that causes COVID-19.
- Staff should wipe down their own and other frequently touched surfaces at the end of each day or at the end of the shift, especially in spaces that are shared.

Training and Preparing Staff
- Ensure each person who will return to in-person work has completed the required training. INCLUDE INSTRUCTIONS
- Review procedures for reporting illness.
- Review expectations of work to be completed at home vs in-person.
- Ensure each person has at least one cloth face covering and understands that they must wear it except when alone in a room or building. Encourage bringing face coverings from home. Contact EHS for supplies or advice on where to purchase cloth face coverings.
- Review procedures and expectations for cleaning frequently-touched surfaces.
Meeting Protocol
- Develop protocols for meetings. Consider using Zoom or other video conferencing even when people are in the office.
- Decide what to do with conference and meeting rooms. Consider using the spaces as work stations to accommodate social distancing.
- In-person meetings must be limited to 10 people or fewer and must maintain social distancing.

Break and Kitchen Spaces
- For coffee makers, microwave ovens, and other shared equipment, encourage staff to wipe down frequently touched areas and to wash their hands after using equipment.
- Limit the number of people in break rooms to maintain social distancing.
- Encourage everyone not to linger or socialize in common spaces and break rooms.

Communications
- Managers should clearly communicate expectations.
- Clarify the roles of managers, staff, graduate students, and others.
- Ensure everyone knows how and where to report problems, including risky behavior, tasks that require close contact, work conditions that are not conducive to social distancing, etc.