

# Resumption of In-Person Operations Checklist

## Occupancy Management

- Determine maximum occupancy
- Using the templates provided, post signs reminding of maximum occupancy, using 100 ft<sup>2</sup> 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 NAME OF TRAINING 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.