

RETURN TO OFFICE/CAMPUS CHECKLIST

Objective: *This document provides a standardized checklist of actions required to ensure that buildings are opened for occupation and used in a consistent format that promotes the health and safety of staff. This document is based on the CDC's "COVID-19 Employer Information for Office Buildings" updated Jan 04, 2021*

Engineering:

- Is the building to be occupied in good physical order with no health or safety hazards?
- Is the HVAC system, including filters, optimized for airflow and filtration? *Note: See ASHRAE link below.*
- If there are supplemental ventilation devices, have they been set up ensure that airflow does not pass directly from one individual to another?
- Has the water system been checked and certified for use?
- Are all restroom exhaust fans functional and operating at full capacity when bldg. is occupied?
- If the building has undergone a prolonged shutdown, has it been checked for mold and rodents?
- Are all to-be-occupied areas set up to ensure social distancing of 6 feet between employees?
- If this is not possible, have physical barriers been installed to separate individual spaces?
- Are there visual cues, such as decals and signs, to help individuals know how to space themselves, and to manage traffic flow?
- Have high-touch items such as communal coffee pots and water coolers been removed and/or replaced with individual options, such as bottled water?
- Has the workplace been set up to maximize "no-touch" activities, such as touchless hand-sanitizer dispensers and trash cans?

Administrative Controls:

- Before returning to the office, have employees received training on current recommended hygiene practices and social distancing requirements for both within and without the office?
- Before returning to the office, have employees received training on how to recognize and manage COVID-19 symptoms and what Ohlone policy is around symptomology?
- Is there appropriate signage promoting safe and healthy practices within the workplace?
- Is there a log or record that is maintained showing which employees have gone through training and their acknowledgement that they understand requirements and will comply?
- Are there available hygiene products such as touchless sanitizer dispensers available for employees within the office?

__ Is there a replenishment plan in place for these products?

__ Has there been an evaluation of the need for any PPE devices for any employee and, if so, have the devices been secured and a replenishment plan put in place?

Note: the CDC does not consider cloth masks to be PPE.

__ Has consideration been given to staggered shifts, start times, and break times to minimize density of staff in common areas, such as break rooms?

__ Is there a cleaning/disinfection plan for the building being reopened?

__ Has consideration been made for time required for daily testing and frequent hand washing and/or sanitization, and have any relevant policies been communicated to staff?

__ Have the relative risks of different modes of transportation to and from the workplace, e.g. public transit, carpooling, etc., been communicated to the returning staff?

__ Has a walkthrough of the building been conducted with, but not limited to, appropriate managers, supervisors, and representatives of the employees who will be occupying the building?

Links:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

https://www.ashrae.org/File%20Library/Technical%20Resources/Bookstore/previews_2016639_pre.pdf