

OFFICE/CAMPUS REOPENING CHECKLIST



REOPENING GOALS:

- Train management and staff on CDC/COVID-19 safety protocols.
- Establish clear social distancing guidelines and expectations.
- Keep employees, faculty and/or students safe.
- Make everyone feel comfortable and confident.

REOPENING CONSIDERATIONS:

- Appoint a Return to Work Team: Consider HR, IT, facilities, health and safety team, office managers and senior management/administrators who can make decisions; identify new roles and responsibilities.
- Create a COVID-19 playbook: Revisit the document frequently to ensure that practices and protocols are updated based on changing conditions.
- Establish procedures for regularly disinfecting inventory and newly-received deliveries along with how to process shipments and receipts.
- Schedule employee and vendor arrivals and departures to minimize contact. Cordon off limited access areas for pick-ups and deliveries.

PARKING:

- Block off spaces to keep vehicles separated.
- Post parking signs instructing visitors to allow the person arriving first to exit their vehicle before exiting theirs.
- Signage for carpool and drop off lanes reminding people of any new procedures.
- Signage for delivery drivers reminding them of safety protocols and any new procedures.

SIGNAGE | MATERIALS | COMMUNICATION TOOLS:

- Sign in procedure for guests at reception/front office.
- Update signage throughout your facility from the exterior to offices and classrooms to make everyone aware of safety procedures and to reinforce a positive workplace/learning culture.
- Signage and floor graphics to guide people through the facility and remind them of social distancing policies.
- CDC posters promoting frequent and thorough hand washing in all restrooms.

REOPEN STRONG WITH:

- Send a letter ahead of the designated return to work or school date to let everyone know what to expect on their first day back.
- Welcome kit with a mug, branded face covering, notepad and/or mini hand sanitizer to help employees feel at ease and get them back into the groove.

RESOURCES AND GUIDELINES:

<https://www.cdc.gov/>
https://www.osha.gov/oregonrla.org/covid19_info.html
[osha.osha.gov/Pages/re/covid-19.aspx](https://www.osha.gov/Pages/re/covid-19.aspx)
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Check local ordinances for detailed reopening requirements and approvals.

BE SAFE

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