

As you work toward reopening, there are a number of things to consider so that your employees and citizens feel more at ease with their environment. Consider these operational guiding principles to help you navigate reopening:



### Prepare Your Facility

- Ensure the interior and exterior of the facility has been cleaned and disinfected: Door handles; handrails; floor mats; windows, etc.
- Check for mold and moisture.
- Check heating and air conditioning filters. Let the HVAC system circulate air.
- Check water systems (toilets, sinks, drains, disposals, drinking fountains, water coolers).
- Check carpet and upholstery cleanliness.
- Remove community food and beverages and consider supplying only single-serving items.
- Check for vandalism or theft.
- Check food and chemical expiration dates.
- Clean and disinfect break rooms (microwaves, coffee pots, appliances, tables, buttons, handles, trash cans, etc.)
- Establish back-to-work plan with vendors.
- Check your fire and security alarm system batteries.
- Check your fire exit lights, extinguishers and smoke detectors.
- Ensure all inspections, repairs and employee communications are complete before reopening.



### Prepare Your Employees

- Confirm employee health and readiness to return to work.
- Mitigate any anxiety of returning to work through new guidelines and practices; be flexible with each individual.
- Send work schedules early and consider staggered shifts.
- Educate employees on social distancing, handwashing and other safety policies.
- Develop a detailed plan on what to expect when coming back to work.
- Create reminders of social distancing and proper hygiene practices around the facility.



### Create Social Distancing Guidelines

- Ensure conference rooms contain proper amount of seating with at least six feet in between each other.
- Convert small rooms to single occupant use only.
- Add panels or partitions between desks and open concept areas.
- Establish foot traffic direction in main circulation paths.
- Consider more virtual meetings.



### Increase Cleaning and Disinfecting

- Clean and disinfect frequently touched surfaces on a daily basis, including: tables; doorknobs; light switches; countertops; handles; desks; phones; keyboards; toilets; faucets; and sinks.
- Review current commercial cleaning policy and service and prepare for increasing frequency.
- Consider low or non-touch switches, doors, drawers, trash cans, appliances, etc.
- Remove community tools such as whiteboard markers, remote controls/pointers, pens, keyboards, etc.
- Maintain enhanced cleaning and disinfecting practices.
- Place hand sanitizer and/or disinfectant wipes throughout common areas.
- Sanitize all workspace areas such as offices, conference rooms, breakroom, restrooms and lobbies.
- Clean with products from approved lists from governing authorities.
- Pour two cups of water down each sink and floor drain to refill all sink and drain traps. It prevents unnecessary odors and direct access to sewer systems.



### Remember these ways to stay healthy as outlined by the CDC

- Wash your hands often.
- Avoid close contact with people who are sick.
- Cover your mouth and nose with a cloth face cover when around others.
- Cover coughs and sneezes.
- Clean and disinfect frequently touched surfaces daily.