

Reopening Checklists

Reopening Guideline for Managers, HR and Administrators



Policy and Guidelines

- **Short-term strategic plan for COVID**

- Minimum staffing needs
- Critical and essential services
- Policy development
- Limitations and barriers
- Work from home plans
- Workplace layout / floorplan

- **Policies created and communicated**

- Social distancing in the office
- PPE policy
- Screening policies
- COVID-related illness policy requiring staff to stay home if sick or symptomatic
- Remote work policies
- Cleaning and Disinfecting (including clean desk policy to reduce clutter)

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Transportation to avoid TTC
Tracking and reporting cases of COVID-19
Contingency plan in case of outbreak

Physical Spaces

- PPE budgeted for, acquired, stocked in the office
- Sneeze guards set up at client-facing service desks
- Measure and mark 2m distance between:
 - Work stations
 - Client meeting areas
 - Waiting rooms or areas people congregate
 - Anywhere a lineup may occur (including outdoors)
- Measure and mark 1-way traffic directions in:
 - Hallways
 - Entrances/exits
- Limit and display the capacity in:
 - Bathrooms
 - Lobby
 - Meeting rooms
 - Elevators
 - Common rooms or areas
 - Outdoor smoking areas
- Have large supply of cleaning agents:
 - Disinfectant
 - Disposable cloths
 - Alcohol-based hand rub
 - No-touch garbage cans

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- Create disinfectant checklist to include: Doorknobs; Light Switches; Surfaces; Elevator buttons; Handrails; Kitchen appliances, like the microwave or fridge; telephones; keyboards/computers
- Determine if common areas / rooms can be reallocated for use as individual workspaces
- Change HVAC filters and air flows in accordance with Centers for Disease Control and Prevention (CDC)
- Prop doors open to reduce doorknob usage
- Remove public coffee machines

Signage:

- [COVID-19 Guidance for Employers, Workplaces and Businesses](#)
Includes downloadable posters for workplaces.
- Passive Screening Signage: prompting visitors to self-identify if they have symptoms of Covid-19
- Active Screening information: if there is someone screening visitors, signage at entrances outlining procedures
- Reminders to perform hygiene (hand washing)
- Physical Distancing reminders
- Reminders to use PPE, with instructions
- Steps to be taken if Covid-19 is suspected or confirmed

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Remote Team

- Communication tools and cloud service set up, training for staff
- Regular meeting schedule for remote team check ins
- Train staff on work-from-home tools
- Divide staff into teams to alternate in-office (direct services) / work from home (reporting and admin); create rotating schedule for teams to alternate in-office and at-home (alternating days or weeks)
- Provide staff with tech needs for working from home
- Set up voicemail for clients to reach WFH staff
- Set up a Remote Team Management structure including:
 - Cloud document storage
 - Communication tools
 - Project and/or work tracking tools
 - Work plans