

# OFFICE REOPENING CHECKLIST

## LOBBY

- VISITOR GUIDELINES
- MASK POLICY SIGNAGE
- TEMPERATURE POLICY/TESTING
- HANDWASHING/SANITIZING GUIDELINES
- SOCIAL DISTANCING SIGNAGE- FLOOR/WALLS/STANCHIONS
- SNEEZE GUARDS AT RECEPTION
- PPE/SANITIZING STATIONS

## OFFICES

- SOCIAL DISTANCING SIGNAGE- FLOOR/WALLS/STANCHIONS
- MOVE/REORGANIZE FURNITURE FOR SOCIAL DISTANCING
- INSTALL SNEEZE GUARDS ON DESKS
- FLOOR/WALL SIGNAGE TO CREATE ONE-WAY HALLWAYS
- HANDWASHING/SANITIZING GUIDELINE SIGNAGE
- PPE/SANITIZING STATIONS
- MASK POLICY SIGNAGE
- NEW MEETING PROTOCOL SIGNAGE

## RESTROOMS

- QUEUE LINE GRAPHICS- FLOOR/MIRROR/WALLS
- HANDWASHING/SANITIZING GUIDELINES SIGNAGE
- MASK POLICY SIGNAGE
- AUTOMATIC HAND TOWEL DISPENSERS

# OFFICE REOPENING CHECKLIST

## CAFETERIA/BREAK ROOM

- SOCIAL DISTANCING SIGNAGE – FLOOR/WALLS/STANCHIONS
- MOVE/REORGANIZE FURNITURE FOR SOCIAL DISTANCING
- FOOD STORAGE GUIDELINES SIGNAGE
- HANDWASHING/SANITIZING GUIDELINES SIGNAGE
- PPE/SANITIZING STATIONS
- MASK POLICY SIGNAGE

## NEW MATERIALS NEEDED

- SIGNAGE, GRAPHICS, AND INSTRUCTIONS
- DIGITAL THERMOMETERS
- GLOVES
- MASKS
- HAND SANITIZER (ALCOHOL 60%+)
- SURFACE SANITIZERS (ANTISEPTIC OR BLEACH BASED)
- AUTOMATIC HAND TOWEL DISPENSERS
- PPE/SANITIZING STATIONS

## UPDATED COMPANY HANDBOOK

- REVISED SAFETY POLICY
- REVISED SICK POLICY, INCLUDING CORONA VIRUS PROTOCOLS
- REVISED CLEANING POLICY
- EXPANDED FMLA POLICY
- REVISED WORK FROM HOME POLICY
- NEW SHIFT CHANGE/"HAND-OFF" GUIDELINES