

SOURCE KEY	
	OSHA
	CDC
	ENVIRONMENT CONTROL

BUILDING RE-ENTRY PREPAREDNESS PLAN

<i>Facility Preparedness Action</i>	<i>Minimal Response</i>	<i>Moderate Response</i>	<i>Substantial Response</i>
Requiring sick workers to stay at home.	X	X	X
Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information.	X	X	X
Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Clean surfaces prior to disinfection.	X	X	X
Place hand sanitizers in multiple locations to encourage hand hygiene.	X	X	X
Place posters that encourage hand hygiene and coughing/sneezing protocol to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.	X	X	X
Provide disposable disinfectant wipes so that commonly used surfaces (e.g. doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before and after each use.	X	X	X
Disinfect high traffic areas (lobbies, restrooms, breakrooms, cafeterias, training rooms, conference rooms, stairwells, elevators, etc.) in addition to all office areas via electrostatic, fog/misting, or with industrial sprayers.	X	X	X
Installing physical barriers, such as clear plastic sneeze guards.		X	X
Establishing alternative days or extra shifts that reduce the total number of employees in a building or facility at a given time, allow them to maintain safe distancing.		X	X

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MODERATE RESPONSE – *the typical response that should be applied to preparedness and ongoing maintenance.*

SUBSTANTIAL RESPONSE – *the highest level of responsiveness for preparedness and ongoing maintenance.*

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Providing resources and a safe work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 70 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.		X	X
When appropriate, limit customers' and the public's access to the workplace or restrict access to certain workplace areas.		X	X
Add Disinfecting Specialists that are highly visible and continually disinfects frequently touched areas.		X	X
Lower the density of the workplace if feasible.		X	X
Provide disposable desk mats at each workstation.		X	X
Limit visitors to specific areas such as: cafeterias, designated conference rooms and lobbies.		X	X
Disinfect conference and meeting rooms after each use.		X	X
Disinfect workstations each day/night including desktops, keyboards, handsets, etc.		X	X
Add touchless dispensers in all restrooms, replacing air hand dryers with towels.		X	X
Add touchless door openers to restrooms.		X	X
Add touchless faucets and toilet flush meters.		X	X

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Add pre-packaged utensils in single dispensing unit in all breakrooms and cafeterias.		X	X
Add keyboard covers wherever feasible that can be wiped down.		X	X
Workstation distancing.		X	X
Shared workstation disinfecting.		X	X
Installing high-efficiency air filters.		X	X
Increasing ventilation rates.		X	X
Specialized negative pressure ventilation.		X	X

<i>Employee Preparedness Action</i>	<i>Minimal Response</i>	<i>Moderate Response</i>	<i>Substantial Response</i>
Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and using telework if feasible.	X	X	X
Developing emergency communication plans, including a forum for answering workers' concerns and internet-based communications if feasible.	X	X	X
Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g. cough and sneeze protocol and care of PPE).	X	X	X

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Training workers who need to use PPE on the use and context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy levels for all workers.	X	X	X
Require regular hand washing or use of alcohol-based hand sanitizer. Workers should always wash hands when they are soiled and after removing any PPE.	X	X	X
Post handwashing signs in restrooms and all breakrooms.	X	X	X
Collaborate with workers to designate effective means of consistently communicating important COVID-19 information.	X	X	
Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.	X	X	X
Practice social distancing by avoiding large gatherings and maintaining distance of (approximately 6 feet or 2 meters) from others when possible.	X	X	X
Forbid handshaking – encourage the use of other noncontact methods of greeting.	X	X	X
Electronic thermometer scan temperature checks for employees, visitors, contractors (e.g. electronic thermometer scan).		X	X

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Provide face masks to all suspected and ill employees and/or customers to contain respiratory secretions until they are able to leave the workplace. In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission.		X	X
Consider strategies to minimize face-to-face contact.		X	X
Postcards on workstations to communicate area has been disinfected for peace of mind.	X	X	X
Create directional workflow patterns for employees entering the workplace and throughout.	X	X	X
Temperature scans for employees, tenants, visitors to the building/facility.	X	X	X
Hand sanitizer availability in high traffic lobbies, restrooms, breakrooms, cafeterias, stairwells, elevators, conference/meeting rooms, and office areas.	X	X	X
Face masks and gloves for employees.	X	X	X
Set priority of no more than four (4) people allowed in an elevator cab.	X	X	X
Ensure that psychological and behavioral support is available to address employee stress.			X

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Consider additional high visibility daytime high touch cleaning for increased employee safety and peace of mind.			X

<i>Post Re-Entry</i>	<i>Minimal Response</i>	<i>Moderate Response</i>	<i>Substantial Response</i>
Ongoing plan for disinfecting on a scheduled consistent basis.	X	X	X
On hand PPE for required employees with training on use of each.	X	X	X
Updated Statement of Work (SOW) to include clean, sanitize and disinfect standards and requirements.	X	X	X
Business Continuity Plan with pandemic procedures.		X	X
Ongoing communications on hygiene and communicable disease.		X	X

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