THINGS YOU CAN CONSIDER		NOTES
1	Require sick employees/staff to stay home	
2	Monitor public health communications about COVID-19 recommendations and ensure employees have access to that information	
3	Meet with Vanguard Cleaning Systems to work together on a plan to safely prepare your building for reopening	
4	Lower office and workplace density if feasible.	
5	Offer distance/remote working options for employees that may need time to acclimate to the new standards	
6	Establish alternative days and/or hours to reduce the total number of employees in the office at a given time	
7	Stagger breaks and lunch schedules; encourage those who can to eat at the desks or in their private offices vs. shared open spaces such as lunchrooms/breakrooms	
8	Minimize contact among office staff/employees by implementing traffic flow patterns/arrows in common areas	
9	Develop emergency communication plans, including a forum for answering employee concerns and internet-based communications	
10	Provide everyone 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).	
11	Train in-house staff who need to use PPE on the use and context of their current and potential duties is applicable	
12	Evaluate existing supplies and ensure commercial grade/EPA-regulated cleaning chemicals and disinfectants are being used (if you're providing these products)	
13	Require regular hand washing or use of hand sanitizer. Everyone should always wash hands when they are soiled and after removing any PPE	
14	Collaborate with management to designate effective means of consistently communicating important COVID-19 information	
15	Avoid sharing desks, phones, office equipment when possible. When sharing, clean and disinfect items before and after use	
16	Practice social distancing by avoiding large gatherings/meetings and maintaining distance (approximately 6 feet or 2 meters) from others when possible	
17	Set priority of no more than 2 people allowed in an elevator cab	
18	Ensure psychological and behavioral support is available to address employee stress	
19	Provide ongoing communications on hygiene and communicable disease	
20	Create an Operational Continuity Plan with pandemic procedures	
21	Follow CDC procedures in the event a person suspected/confirmed to have COVID-19 has been site	

	BUILDING PREPARATION	Current	Add	N/A	NOTES
1	Clean AND disinfect high-touch areas such as handrails, doorknobs/handles/crash bars, light switches	☐	☐	☐	
2	Place hand sanitizer in multiple locations to encourage good hand hygiene	☐	☐	☐	
3	Hang posters that encourage good hand hygiene and proper coughing/sneezing protocol	☐	☐	☐	
4	Provide disposable disinfectant wipes so commonly used surfaces can be sanitized (desktops, seating, counters, etc.)	☐	☐	☐	
5	Schedule touchless spray disinfecting for high-traffic areas (lobby/reception, restrooms, lunchrooms, conference rooms, stairwells, elevators, etc.)	☐	☐	☐	
6	Install physical barriers, such as clear acrylic or plexiglass in high interaction areas	☐	☐	☐	
7	Reposition (or REMOVE) chairs in common areas to ensure proper social distance or reduce gathering points	☐	☐	☐	
8	Schedule day porters shifts or assignments to continually disinfect high-touch areas during the work day	☐	☐	☐	
9	Increase disinfection at shared desktops, tables, seating and other common areas	☐	☐	☐	
10	Limit visitors to specific areas and require them to sign in, take a health survey and have a temperature check	☐	☐	☐	
11	Disinfect conference and meeting rooms after each use	☐	☐	☐	
12	Created one-way traffic flow across hallways, bottle neck areas, and stairwells if possible	☐	☐	☐	
13	Add touchless dispensers in all restrooms; replace air hand dryers with paper towels	☐	☐	☐	
14	Add sensor-operated faucets and toilet flushometers	☐	☐	☐	
15	Add touchless door openers to frequently used interior doors, including restrooms	☐	☐	☐	
16	Add pre-packaged utensils in single dispensing unit in all breakrooms and lunchrooms	☐	☐	☐	
17	Add keyboard covers that can be wiped down in classrooms and other student areas	☐	☐	☐	
18	Install high-efficiency air filters	☐	☐	☐	
19	Increase ventilation rates	☐	☐	☐	
20	Install specialized negative pressure ventilation	☐	☐	☐	
21	Identify an ongoing plan for disinfecting on a scheduled, consistent basis	☐	☐	☐	