

OPERATIONAL READINESS: FACILITIES REOPENING CHECKLIST

Guidance to safely and successfully resume operations across your facilities.



Clean Environments Start with Your Team

- Identify heightened high-touch point disinfection procedures and create processes and expectations by role. Refer to Facilities Reopening Procedures.
- Hold trainings for both new hire and experienced employees. Create audit process to ensure proper adherence.
- Cross-train staff where applicable to use labor more efficiently and allow for just-in-time cleaning.
- Build out schedules for regular and routine cleaning of public spaces.



Maintaining Safety in Public Spaces

- Monitor capacity in public spaces and move furniture to create adequate social distancing.
- Where necessary, provide queuing that is marked for recommended physical distancing.
- Provide disinfectant to allow for self-cleaning before and after equipment or furniture use.
- Where hand washing with warm water is not available, provide hand sanitizer for customers, employees, and janitorial staff.
- Post guidance of public space cleaning standards and behaviors for customers and employees.



Safe Hands Everywhere you Need Them

- Provide guidelines and stress the importance of increasing the frequency of hand washing.
- Where hand soap and warm water is not available, provide alcohol-based hand sanitizer.
- Set up wall charts and hand washing reminders in staff break rooms and public restrooms.
- Encourage and train employees and customers to follow safe hand hygiene practices.



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Keep Your Most Valuable Resources Safe - Your People

- Encourage social distancing across all roles.
- If social distancing is not possible, consider adding PPE for associates in line with Public Health recommendations.
- Create safety guidance for janitorial staff on when and how to safely clean meeting rooms, public spaces, and employee break spaces.
- Communicate sick time policy to staff. Encourage staff to stay home if feeling unwell.



Protect Your Properties and Set Your Facilities up for Success

- Provide reopening checklists to ensure operations are ready to reopen. Refer to Facilities Reopening Procedures.
- Advise staff to set up consultations with equipment and chemical providers to ensure it is properly working.
- Provide janitorial staff with detailed procedures for all aspects of their facilities . Refer to Facilities Reopening Procedures.
- Equip janitorial staff with the correct products to use across all areas of the facilities .



Create a Communication Plan to Instill Confidence in your Customers and Employees

- Provide details on new cleanliness standards and safety practices to customers and employees through company memos and through the company website.
- Have resources available in public restrooms, public spaces, and large meeting rooms explaining the changes and protocols.
- Create procedures to clean public spaces more frequently during public hours.
- Provide transparency on remediation protocol if a customer, employee, or janitorial staff member were to be diagnosed with Covid-19.



Always follow local guidance when reopening facilities, including guidance on social distancing and other measures to lessen the spread of Covid-19