

OPERATIONAL READINESS: FACILITIES REOPENING CHECKLIST

Guidance to safely and successfully resume operations across your facilities.

Clean Environments Start with Your Team

- Identify heightened high-touchpoint disinfection procedures and create processes and expectations by role. Refer to Facilities Reopening Procedures
- Hold training 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 breakrooms 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 your facilities are 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 your facility, including guidance on social distancing and other measures to lessen the spread of COVID-19