



Preparations Checklist for Workforce Re-Entry

GENERAL BEST PRACTICES

- Begin completing these checklist tasks a week early for a successful reopening.
- Restart larger or hastily closed buildings earlier as they take more time to recommission.
- Send emails to educate building occupants about restarting procedures.
- Restart systems and equipment backward from shutdown order to avoid damage.
- Conduct a complete facility inspection a day before reopening.

ELECTRICITY AND GAS

- Check all circuit breakers/fuses to ensure they are not tripped/blown.
- Ensure natural gas valves are open and that fittings do not leak.
- Plug in all office equipment, such as copiers, computers, printers, sound systems, task lighting, breakroom appliances, etc.
- Turn on intercom and conference room systems.
- Inspect and plug in refrigerated water fountains and water coolers.
- Plug in vending machines (be sure to inform the vendor).
- Ensure all gas appliances have relit pilot lights and are operational.
- Test the building security system.

LIGHTING

- Check all lighting controls and adjust settings to new operational schedules.
- Ensure exit and security lights are working.
- Turn on all display-case lighting.

WATER

- Flush water through all lines, especially drinking and potable sources, before use.
- Make sure all water fountain, faucet, toilet and shower valves are open and do not leak.
- Turn on all automatic flushing systems.
- Turn on water heaters and set temperatures at or above 120° F to meet safety requirements.
- Ensure hot-water recirculating pumps are turned on and operational.
- Turn on any hot-water boosters for kitchen dishwashers.
- Ensure facility and shop compressors are turned on.

HEATING AND AC/REFRIGERATION

- Inspect ductwork for holes/leaks as well as rodent or other animal nests.
- Replace dirty filters with higher-efficiency filters that are sealed properly.
- Ensure required vents are open.
- Turn on all necessary ventilation fans.
- Test economizers to ensure they are not stuck open or closed.
- Ensure all HVAC equipment and timers, including programmable thermostats, are operating properly. (Remember to check rooms with individual HVAC controls.)
- Gradually adjust temperature settings to suit occupancy levels (adjust a few degrees each day over a week).
- Maximize the introduction of outside air (per CDC guidelines) to dilute airborne contaminants/viruses while maintaining indoor comfort.
- Aim for 40-60% relative humidity, which is considered ideal for containing the virus.
- Apply additional ASHRAE measures, including those for high-risk situations, found at [ashrae.org/technical-resources/commercial](https://www.ashrae.org/technical-resources/commercial).
- Check equipment refrigerant levels to ensure there are no leaks. (Turn on milk coolers, if applicable.)

TRAFFIC EFFORT/SIGNAGE

- Place signs on all entrance doors reminding occupants not to enter if they have COVID-19 symptoms. Encourage personal health monitoring for employees as well.
- Suggest (or require) face masks for all occupants, visitors and maintenance personnel as part of entrance-sign messaging.
- Install signs that list CDC guidelines for COVID-19 in breakrooms and other rooms that are frequently used. See “Print Resources” at [cdc.gov/coronavirus/2019-ncov/communication](https://www.cdc.gov/coronavirus/2019-ncov/communication).
- Post signs that encourage safe physical distancing and respiratory etiquette (cover sneezes) in high-traffic and confined areas.
- Install signs that urge 20-second handwashing in common areas and restrooms.
- Consider 6-foot physical-distance markings on floors.

POINTS OF CONTACT/TOUCH

- Limit elevator capacity where possible.
- Provide open access to stairwells where security requirements allow.
- Prop open interior doors that do not pose a security or safety risk in order to provide hands-free traffic.
- Remove some tables and seating in breakrooms/conference areas for added physical distancing, and keep disinfectant wipes nearby to clean tables, handles and other equipment after each use.
- Consider staggering employee breaks so fewer people are in breakroom areas at the same time.
- If possible, install automated faucets, soap dispensers and towel dispensers in bathrooms.
- Think about installing ultraviolet disinfection lighting to create sterile environments.

JANITORIAL/MAINTENANCE

- Focus on cleaning and disinfecting high-touch surfaces using EPA-recommended products which eliminate SARS-CoV-2, the virus that causes COVID-19.
- Install stations with alcohol-based (70%) hand sanitizer in common areas with high-touch surfaces such as elevator buttons and door handles.
- Supply additional soap and paper towels in breakrooms.
- Frequently clean and disinfect breakroom refrigerator, microwave, coffee station, etc.
- Close blinds during cooling season to prevent solar heat gain. Open blinds during heating season to do the opposite.
- Perform building inspections/non-urgent repairs when rooms and offices are least crowded. Instruct nearby staff to wear masks when appropriate.