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.

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 ashræ.org/technical-resources/commercial.
☐ Check equipment refrigerant levels to ensure there are no leaks. (Turn on milk coolers, if applicable.)

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.
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.

☐ 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.