

# Return-to-Work Office Checklist

June 18, 2020

We are in this together, and it will take all of our efforts to make our workplace as safe and healthy as possible. This checklist is a guide for returning supervisors and managers to review their work spaces and environment in preparation for reopening the campus and student return. This is only a guide and not meant to supplant other directives. This checklist was assembled from many other reopening checklists from organizations such as the Centers for Disease Control, APPA, Cleveland Clinic and other higher education institutions. Oberlin Facilities Operations is prepared to aid in the needs of each office.

- ✓ **Do you have Personal Protective Equipment (PPE)?**
  - Masks for staff
  - Specific PPE for work execution
  - Do you require face shields for your particular situation?
  
- ✓ **Identify the nearest sinks, soap dispensers, and disposable towel locations**
  - Washing hands is the most effective method to avoid transmission
  
- ✓ **Identify the nearest hand sanitizer locations**
  - Hand sanitizer could be in limited supply and not always available
  
- ✓ **Identify the nearest common use trash receptacles**
  - If trash is not picked up in office spaces, it should be taken either to a restroom or common space such as a lounge or kitchen.

Supervisors should be attuned to social distancing space needs and maximum occupancy. The attached chart provides a basic guide on size of space and maximum occupancy based on size of room and social distance per person. The chart is only a starting point. The room configuration, built-in storage spaces and furniture type will drive down the maximum occupancy number. You will need to work with your building manager and leadership on final determination of whether personal barriers are needed, if furniture removal is required, and proper signage.

- ✓ **Review personnel movement patterns within a space or building**
  - How will people move within and through a space or building to help maintain social distancing
  - Potential one-way in and one-way out of spaces if possible
  - One-way stairs (up only or down only)
  - Elevator single occupancy
  
- ✓ **Review common gathering areas you are responsible for to ensure de-densification, sanitation**
  - Maximum occupancy based on social distancing (See chart)
  - Cleaner needed?
  - Furniture thinned out/removed?
  - Furniture located in appropriate safe distancing?
  
- ✓ **Reception desks**
  - Floor distancing markings
  - Plexiglas/vinyl barrier
  - Signage on social distancing and mask wearing

Signs and floor markings are being developed and will be printed and placed around campus over the next couple months as we move toward reopening. This checklist can help you consider where signs should be in the areas you work in.

- ✓ **Signage needed?**
  - Hand washing signs in bathrooms
  - Mask wearing
  - Elevator occupancy
  - Social distancing signs
    - ❖ Hallways
    - ❖ Break rooms
    - ❖ Common spaces
  - Maximum occupancy signs on doors and/or entryways
  - Directional signage

- ✓ **Do you need floor markings?**
  - Directional for one-way pathways
  - Stairs
  - Safe distancing
  - Furniture placement
  
- ✓ **Office population control**
  - Update rotational work schedule
  - Alternating cubicles
  - Plexiglas/vinyl barriers
  - Signage on social distancing and mask wearing
  
- ✓ **Conference rooms**
  - Maximum occupancy signage
  - Seating reduced and dispersed

## Maximum Occupancy Chart

(Based only on SF of space rather than consideration for space layout, furniture type or built-ins. Should only be used as a starting point)

Size of space (SF)	Starting Maximum Occupancy
100	2
150	4
200	5
250	6
300	8
350	9
400	11
450	12
500	13
550	15
600	16