



# COVID-19 Return To Worksites Physical Facility Safety Checklist

[www.oshr.nc.gov/safe-return](http://www.oshr.nc.gov/safe-return)

## References

DHHS: <https://covid19.ncdhhs.gov/>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

OSHA: <https://www.osha.gov/SLTC/covid-19/>

## General

- Train employees regarding COVID-19 health and safety measures.
- Review facility housekeeping practices. Use a checklist or audit system to track when and how cleaning is conducted.
- Coordinate with facility services or on-site property manager to install plexiglass and/or other barriers to provide protection for employees that interact with the public or where necessary to maintain six feet social distancing. All physical space alterations or additions must comply with building, fire code, and ADA regulations.
- Discourage employees from using co-worker's phones, desk, offices, or other work tools and equipment.
- Provide hand sanitizer (with at least 60 percent alcohol) stations in all common areas.
- Prohibit communal meals or sharing of food amongst persons at worksites.

## Building Access

- Limit building access to fewest possible points of entry. Consult with building and fire code officials before implementing any measures that may impede building egress.
- If possible, position security/reception staff at all building entry point(s) with clearly defined instructions regarding enforcement of COVID-19 safety rules and procedures.
- Implement social distancing protocols at security/reception areas including floor markings, signage, and plexiglass or other protective barriers.

- Create visitor areas at security/reception areas with separate paths for “in” and “out.”
- Rearrange security/reception area furniture to accommodate six feet of social distancing.
- Require employees to provide security/reception staff with advance notice of visitors, create visitor management registration system with minimal contact, use disposable name badges, and require employees to meet and escort visitors upon arrival at worksite.
- For multi-tenant buildings, develop protocols for deliveries in cooperation with Building Coordinators to accommodate security preferences.
- Encourage employees receiving deliveries to retrieve them from security/reception area.

### **Signage**

- Display signage throughout facilities including building entrances and exits, security/reception areas, common areas, etc. outlining COVID-19 safety policies, procedures, and public health guidance including use of face coverings, social distancing, handwashing, etc.

### **Contractors/Vendors**

- Review contractors/vendors health and safety plans for compliance with the following requirements:
  - Restricts staff from visiting facility who are COVID-19 positive or exhibiting COVID-19 symptoms.
  - Utilize check-in and check-out procedures at security/reception areas when entering/exiting facility.
  - Use face coverings while at facility in accordance with same guidelines utilized by employees.
  - Limit facility access only to necessary workspace(s) within facility.
  - Utilize additional personal protective measures as may be specified by the facility.
- Amend building rules and regulations for construction contractors to incorporate specific COVID-19 requirements, including health questionnaires and employee self-check assessments.

### **Visitors**

- Provide disposable face coverings for agency visitors who do not bring their own for use at facilities.

## Workspace Configuration

- Perform a detailed review and modify workspace layouts including workstations, furniture, etc. to improve social distancing between persons, i.e. six feet between persons to the extent possible given physical workspace limitations. All physical space alterations or additions must comply with building, fire code, and ADA regulations.
- Remove bulk snacks and supply individually wrapped snacks (if applicable).
- Use disinfectant to wipe down all surfaces and equipment (ex. mouse, keyboard, phone, door handles, tables, chair arm handles, etc. Provide training and information to employees on the safe and proper use of chemical disinfectants and sanitizers and keep the Safety Data Sheets (SDS) sheets on file in the workspace reference.

## Conference Rooms

- Regulate conference room use with clear signage including maximum occupancy per six feet per person social distancing guidelines.
- Schedule meetings in conference rooms at least 30 minutes apart throughout the day.
- Clean and disinfect high touch surfaces with an [EPA approved chemical](#) effective against SARS-CoV-2 in between meetings throughout the day. Allow appropriate contact time for disinfectant.
- Limit in-person meetings to 10 or less persons.

## Common Areas

- Disinfect all surfaces and commonly touched equipment at least daily at a minimum. in common areas such as security/reception area, restrooms, elevators, hallways, kitchen/breakroom, shared equipment areas, water/beverage fountains, etc.
- Regulate use of common areas with clear signage including maximum occupancy and social distancing measures.
- Provide EPA approved chemical effective against with an [EPA approved chemical](#) effective against SARS-CoV-2, or disinfectant wipes to utilize before/after using common spaces and high contact surfaces. Provide training and information to employees on the safe and proper use of chemical disinfectants and sanitizers and keep the Safety Data Sheets (SDS) sheets on file in the workspace reference.
- Remove food or drink in common areas that is not in individual containers or individually wrapped.
- Post signage in vending machine areas encouraging employees to bring a disinfectant wipe to use when operating vending machine and to wipe down after each use.
- Provide hand sanitizer for agency employees.

## Cafeterias

- Limit maximum occupancy based on current State regulations.
- Stagger breakfast/lunch/dinner schedules to accommodate occupancy limits.
- When maximum occupancy limits cannot be maintained, implement take-out/pick-up only options.
- Implement physical distancing in seating areas:
  - Space out any waiting queues using floor decals spaced six feet apart.
  - Remove tables, or
  - Only allow seating at every other table.
  - Limit number of persons who may sit together at individual tables.
  - Expand dining area to include more space.
- Install social distancing seating signage in outdoor seating areas.
- Consider adding pre-ordering of food items and touchless payment options via internet.
- Remove self-serve food items, communal serving stations, and hot or cold food bars with open food items.
- Replace communal condiments with single serving, individually wrapped items.
- If flatware and dishes cannot be kept covered, use disposable dinnerware, drinkware, eating utensils.
- At minimum, implement recommended disinfection and sanitization measures in kitchen and dining areas on a daily basis.
- Disinfect coffee pot handles, refrigerator handles, and ice machine handles at least three times per day.
- Clean exterior surface of dishwashers at beginning and end of each shift.
- All non-disposable flatware and food preparation and service utensils should be cleaned in the dishwasher to ensure thorough cleaning and disinfection.
- Flatware should be stored in a way so that adjacent utensils are not easily touched when a worker is retrieving a piece.
- Ice machines that require a handheld scoop should not be used, as it is difficult to control potential contamination in this case.
- Require food serving staff to use gloves and ensure gloves are changed as needed.
- Require face coverings for staff – type depends on local requirements and availability.

- Provide hand sanitizer.

## **Restrooms**

- Keep restrooms clean and properly disinfected.
- Place trash can by entrance if door cannot be opened without touching the handle.
- For single restrooms, provide signage and materials (paper towels and trash cans) for individuals to use without touching the handles, and consider providing a key so disinfection measures can be better controlled.
- Place signs indicating that toilet lids (if present) should be closed before flushing.
- Install motion detectors for self-flushing of toilets.
- Place signs asking employees to wash hands before and after using the restroom.
- Provide paper towels in restrooms.

## **Elevators**

- Place social distancing signage and floor decals in elevator lobbies and elevators to reinforce social distancing.
- Establish social distancing guidelines for elevator use. If elevator cab is not large enough to accommodate six feet distance between occupants, consider limiting riders to maximum of four persons, one person in each corner.
- Provide signs near elevators explaining any new procedures for queuing and occupancy limitations in elevator cabs.

## **Ventilation**

NOTE: All changes or adjustments to HVAC systems must be done by Facility Services, property manager or designated contractor.

- Maximize fresh air ventilation through the automated HVAC system settings.
- Maintain appropriate ASHRAE air exchanges per hour (reference ASHRAE ventilation rate classification table based on occupancy type); more if HVAC system can accommodate.
- Ensure restrooms are under negative pressure (exhaust fans operational).
- Increase air filtration to as high as possible (MERV 13 or 14) without significantly diminishing design airflow.

- Clean and disinfect indoor HVAC intakes on a preventative maintenance schedule.
- Ensure HVAC air handlers are on a preventative maintenance schedule.
- If fans such as pedestal, desk or hard mounted fans are used, minimize air from fans blowing from one person directly to another.
- Ensure temperature and humidity are set in comfortable range. Maintain temperature at 68.5-75°F in the winter, and from 75-80.5°F in the summer if possible. Maintain relative humidity at 40-60% if possible.

### **State Vehicles/Facility Maintenance Equipment/Laboratories**

- Increase cleaning/disinfectant frequency of state vehicles (steering wheel/gear shift, etc.) using an [EPA approved chemical](#) effective against SARS-CoV-2. Provide training and information to employees on the safe and proper use of chemical disinfectants and sanitizers and keep the Safety Data Sheets (SDS) sheets on file in the workspace/ reference.
- Disinfect any shared Facility Maintenance tools.
- Laboratories should adopt specialized cleaning protocols to disinfect shared laboratory equipment. **(This does not include the State Laboratory which has its own, DPH approved health and safety protocols.)**
- Use a checklist or audit system to track when and how cleaning is conducted.