



# TEAM Tioga COVID-19 Business and Workplace ReOpening Guide

## REOPENING TASK LIST

\*Please note, this document is intended to be used for guidance only and is not an official New York State document.



### Building Preparation Plan

- Clean and sanitize all workspace areas, including offices, conference rooms, break rooms, food services areas, restroom, and common areas prior to opening.
- Ensure appliances and equipment are in working order.
- Stock PPE such as face masks and hand sanitizer, and cleansers such as disposable disinfectant wipes.
- Ensure all inspections, remediations, repairs, and communications are complete before reopening.
- Ensure compliance with owner or landlord requirements and policies.
- Engage supply vendors in back to work plan.
- Prepare updated cleaning scope and plan.



### Workforce Return to Work Plan

- Develop a detailed return to work plan for all employees that includes when and where, as well how - social distancing requirements, DIY cleaning protocols and respiratory etiquette.
- Provide virtual return to work training to all employees on social distancing practices, DIY cleaning protocols and respiratory etiquette.
- Post reminders of proper social distancing and cleaning protocols.
- Mitigate anxiety of returning to work with change management and communications.
- Consider placement and treatment of employees at higher risk with underlying health conditions while protecting their confidentiality.
- Determine which employees will be required to obtain COVID 19 testing and receive results before returning to work.



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### Controlled Access Plan

- Control access points including for deliveries and post building access rules.
- Reconfigure entrance and gathering areas to comply with social distancing practices.
- Clearly designate and communicate building protocols and foot traffic flow using signage and floor markings.
- Install acrylic dividers or plexiglass shields as needed to protect frontline workers.
- Consider a location close to building access to conduct temperature screening.
- Provide sanitizer, cleansing wipes, and PPE in appropriate locations.
- Disable touch screens and entries.



### Social Distancing Plan

- Determine which employees can return to the workplace and which employees can continue working from home.
- Consider phasing employees return to work. staggering employee shifts, or establish flexible working policies.
- If possible, redesign offices and other spaces to comply with 6-foot social distancing practice.
- Add panels in between close desks.
- Reduce occupancy capacity of spaces.
- Prohibit shared use of small rooms.
- Limit in-person meetings.



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### Continuous Cleaning Protocol

- Monitor and review enhanced cleaning protocols especially in high foot traffic and high touch areas.
- Supply disposable disinfecting wipes and hand sanitizer for each desk or workspace and other areas, particularly those that are shared, such as restrooms.
- Remove or vigorously sanitize high touch shared office items such as chairs, white board markers, shared phones, and remotes.
- Consider switching out high touch fixtures such as door and drawer handles, and light and power switches to low- or no-touch.
- Designate a specific room to isolate any person identifying themselves with symptoms.
- Establish and enforce stringent cleaning protocols for shared spaces.
- Designate storage areas for personal items.



### Communications Plan

- Communicate with employees clearly and transparently.
- Establish two-way communication.
- Ensure leadership alignment on re-entry.
- Clearly set employee expectations regarding various new or updated policies such as:
  - Return to work and work from home policies.
  - Guest and visitor policies.
  - Employee travel policy.
  - HR sick leave and caregiver leave policy.