

Appendix B – UWS Office Space Preparation Checklist

AT THE OFFICE ENTRANCE:

1. Consult with Facilities Management to determine the maximum capacity of waiting areas and reception areas to ensure 6-foot distancing. Physical distancing floor markings will be provided by Facilities Management. Contact Facilities Management for a consultation: facman@uwsuper.edu
2. Consult with Facilities Management to determine if plexiglass barriers are appropriate at high-visited areas where people must face each other and cannot maintain 6-foot distancing (service counters, reception desks, and retail counters). Plexiglass installation will be provided by Facilities Management, if appropriate. Contact Facilities Management for a consultation: facman@uwsuper.edu
3. Consult with Facilities Management to determine if the furniture in waiting areas needs to be reduced or removed to ensure 6-foot distancing. Contact Facilities Management for a consultation: facman@uwsuper.edu
4. Remove high-touch items such as magazines and common pens.
5. Provide hand sanitizer at reception areas.
6. Post signage reminding employees and students/visitors to check for symptoms of COVID-19 and to not enter the office space if they are sick. Standard signage will be provided by Facilities Management.

THROUGHOUT THE OFFICE:

1. Consult with Facilities Management to determine the maximum capacity of workspaces and breakrooms to ensure 6-foot distancing. Contact Facilities Management for a consultation: facman@uwsuper.edu
2. Consult with Facilities Management to ensure workstations are separated by dividers or spread out workstations so employees can ensure 6-foot distancing. Contact Facilities Management for a consultation: facman@uwsuper.edu
3. Limit the use of shared equipment/electronics like phones, computers, printers, tools, etc. and providing sanitizing spray and paper towels for disinfection between employee use.
4. Ensure handwashing sinks in breakrooms and bathrooms are stocked with soap and disposable paper towels.
5. Reduce or remove furniture in breakrooms to ensure 6-foot distancing.
6. Remove reusable kitchen items and appliances (water dispensers, coffee makers, dishes, utensils, candy dishes). Replace with single-use or no-touch options. Limit the use of other appliances such as microwaves and refrigerators and provide sanitizing wipes for disinfection between employee use.
7. Designate a single location for packages and mail to be delivered.
8. Post signage in breakrooms, bathrooms, and common areas reminding employees to wash hands regularly. Standard signage will be provided by Facilities Management.
9. Post signage in breakrooms, bathrooms, and common areas reminding employees and visitors to minimize person-to-person contact (i.e., handshaking, high fives). Standard signage will be provided by Facilities Management.