

## **Appendix C – UWS Office Space Daily Safety Checklist**

### OFFICE SUITE (Responsibility of Unit Leaders and Supervisors)

#### **BEGINNING OF EACH DAY:**

1. Ensure all employees reporting to work on-campus conduct self-screening and report any symptoms to their supervisor.
2. Disinfect high touch surfaces like door handles, light switches, and reception areas.
3. Make sure that staff are using proper PPE throughout the day

#### **REGULARLY THROUGHOUT THE DAY:**

1. Monitor employees and visitors for symptoms of COVID-19. If an employee or visitor shows symptoms, the supervisor may respectfully ask the employee or visitor to leave for the protection of others.
2. Disinfect high touch surfaces like door handles, light switches, and reception areas.

#### **END OF EACH DAY:**

1. Disinfect high touch surfaces like door handles, light switches, and reception areas.
2. Restock hand sanitizer, sanitizing wipes, soap, and paper towel supplies as needed.

### INDIVIDUAL OFFICES (Responsibility of Employees)

#### **BEGINNING OF EACH DAY:**

1. Wash hands prior to starting each workday.

#### **AT BREAK TIME:**

1. Disinfect high touch surfaces like door handles, light switches, desk surfaces, phones, computer keyboard, and mouse.
2. Wash hands before and after every break.

#### **REGULARLY THROUGHOUT THE DAY:**

1. Sanitize hands after blowing nose, coughing, or sneezing, before interacting with other employees or visitors, when switching tasks, before and after breaks, after direct physical interaction with other employees or visitors, and when hands are visibly soiled.

#### **END OF EACH DAY:**

1. Disinfect high-touch surfaces like door handles, light switches, desk surfaces, phones, computer keyboards, and mouse.
2. Wash hands at the end of each shift.