# Guideline Checklist for Re-Opening Facilities

The re-opening of previously closed facilities will require careful planning and consideration. An action plan should be developed and followed to reduce the possibility of re-introducing the virus to employees, contractors and visitors. The following are some action items which should be considered before opening, during re-occupation and after a work day. For further guidance, please visit <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

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| Employee Safety | | | | |
|  | **Prepare to implement basic infection prevention measures.** | | | |
|  |  | Staff return to work Covid-19 induction procedure. |  | Encourage sick employees to stay home. |
|  |  | Promote frequent and thorough hand washing. |  | Identify isolation room for individuals exhibiting signs of the virus or illness. |
|  |  | Provide thermometers. |  | Maintain routine cleaning and disinfection of surfaces, especially high contact surfaces. |
|  |  | Provide adequate or increased availability of sanitation stations in high traffic areas. |  |  |
|  | **Develop an infectious disease preparedness and response plan that can help guide protective actions against Covid-19.** | | | |
|  | **Implement Workplace Controls** | | | |
|  |  | Engineering Controls such as physical barriers, plexiglass screens, increased ventilation, and altering job tasks to reduce exposure. |  | Safe Work Practices that promote infection control such as additional signage, hands free or no touch operation of devices (taps, waste bins, soap or sanitiser dispensers). |
|  |  | Administrative Controls such as alternating work schedules, discontinuing non-essential travel or replacing with virtual communications. |  | Personal Protective Equipment (PPE) must be provided to workers with the potential to be exposed as part of their normal assigned job duties. Consider making PPE available to employees who may come in close contact with customers, vendors, or the general public. |
|  |  | Change working layout to accommodate social distancing measures with signage. |  |  |
| Physical Facility Preparation | | | | |
|  | **All life and security safety systems should be checked to ensure proper operation.** | | | |
|  |  | Fire Alarm |  | Fire EXIT signage |
|  |  | Emergency Lighting Systems |  | Fire Extinguishers |
|  | **All critical building and engineering systems should be checked for proper operation.** | | | |
|  |  | HVAC Systems |  | Communication Systems |
|  |  | Power Systems |  | Legionella checks |
|  |  | Security Systems |  | Lifting & Pressure systems |
|  | **Check all parking areas and footpaths for slip, trip and fall hazards.** | | | |
|  |  | Check all lighting to ensure proper operation. |  |  |
|  | **All buildings should be properly cleaned and disinfected prior to re-opening.** | | | |
|  |  | Public Health England guidelines should be followed for cleaning. |  | Specific cleaning guidelines should be developed for various locations and surfaces. |
|  |  | Replace / clean HVAC filters if appropriate. |  |  |
|  | **Employee congregation areas should be secured/managed based on current social distancing guidance from Public Health England.** | | | |
|  |  | Post infection control and social distancing guidelines throughout the facility. |  | Establish controls to maintain 6 feet of separation or utilise physical barriers in public spaces and welfare facilities. |
|  |  | Prohibit access to areas where employees can congregate together (lunchrooms, cafeterias, large meeting spaces). |  | Consider allowing paper hand drying only in welfare facilities. |