

Able Cleaning Service

COVID-19 Workplace Readiness: Reopening Checklist



As states around the country begin lifting their stay-at-home orders and allowing businesses to open again, facility managers and building owners will be challenged on how to reopen their facilities while keeping employees, students and customers safe.

Able Cleaning Service created this checklist and associated manuals by compiling data from the Centers for Disease Control (CDC), World Health Organization (WHO) and the Occupational Safety and Health Act (OSHA). This comprehensive checklist will provide the framework to safely reintroduce occupants into your facility.

1

Preparing the Building

- Clean and Ready HVAC Systems to ensure proper airflow
- Ready Mechanical Fire and Life Safety Systems
- Evaluate cleaning and disinfecting needs
 - If facility has been unoccupied for 10 days or more, only a thorough cleaning is necessary
 - If facility has been occupied for less than 10 days, a thorough clean and disinfection is necessary
- Develop ongoing cleaning strategy with vendor(s)
 - Prepare plan to handle emergency response should there be a confirmed case of COVID-19 once facility has reopened
- Ensure inspections, repairs and communications are completed before reopening

2

Communicating with the workforce

- Establish a process to communicate information to employees regarding COVID-19
- Clearly communicate cleaning and disinfecting protocols that have been implemented to response to COVID-19 to employees, students and customers
- Consider why employees can benefit from returning to work
 - Consider productivity in the workplace versus Work From Home
- Communicate coughing, sneezing and clean hand etiquette
- Remind employees of Sick Leave and Support Policies and Practices; encouraging those who have symptoms to remain home
- Post printing and posting handouts provided by the CDC or your local health agency

3

Control Building Access

- Control all entry points, including deliveries
 - Consider posting floor markings to direct traffic flow
- Reconfigure gathering and lobby areas for social distancing
 - Consider marking these areas as off limits until further notice
 - Touchscreens should be disabled
- Shield reception / security areas with plexiglass
- Consider implementing an entry temperature screening
- Post signage in all entryways, indicating building protocols

Turn For Next 3 Steps

4

Develop a Social Distance Plan

- Consider phasing occupants based on roles, groups, departments or priorities
 - Limit total number of occupants at anyone time
 - Allow teams to negotiate their 'in-office' schedules
- Reduce building density, introducing and supporting 6 feet protocols
- If not already done, assign seating arrangements
- Enforce stringent cleaning protocols for shared spaces
- Prohibit shared use of small rooms and convert them to single-occupant use only

5

Reduce Touch Points & Increase Cleaning

- Designate a specific enclosed room to isolate any person identifying themselves with symptoms
- Create a touchless entrance and exit
- Implement a "clean space" policy, mandating staff clean areas of use
- Mandate staff keep their areas free of clutter and debris to allow proper cleaning and disinfecting each day
- Supply disinfectant wipes or solution throughout building for ease of access
- Remove high-touch shared tools such as whiteboards markers, remote controls, etc.
- Increase frequency of cleaning and disinfecting of building high touch points such as doors, bathrooms and breakrooms
- Thoroughly disinfect entire building on a regular basis

6

Communicate for Confidence

- Ensure leadership alignment on re-entry
- Establish two-way communication, encourage employees to voice their concerns
- Ensure a trusting and transparent culture
- Clearly set employee expectations, with an emphasis on making them feel secure, addressing
 - Return to Work Policies
 - Guest and visitor policies
 - Employee travel policies
 - HR policies regarding illness, support for caregivers, etc.
- Work closely with vendors and suppliers on updating operating protocols

COVID-19 Reopening Does Not Have To Be Stressful

Since 1980 Able Cleaning Service has specialized in providing sanitation, disinfecting and remediation services to health care facilities, offices, health and wellness centers, schools and universities, warehouses and everything in between.

Able Cleaning Service has the experience, personnel and equipment necessary to help your business not just reopen but support your ongoing facility operations and provide emergency COVID-19 remediation services in the event your facility has an individual with a confirmed case.

You are not alone; Able Cleaning Service has your back and together we will conquer COVID-19!

