



COVID OFFICE EVALUATION CHECKLIST

Department:
Building:
Room:
Appropriate Administrator:
Date:

Office Area Evaluation – Purpose: evaluate physical distancing within the office environment as part of the repopulation planning process. Department Administrator should submit completed form as appropriate to the EOC for review and approval. Any materials necessary can be put on the COVID Office Materials order form (attached).

Lobby / Common Areas:

- Identify quantity of floor markings needed to indicate a six (6) foot distancing for line queues or directional guidance. Add to order form.
- Evaluate any service counters which may need barrier(s) Plexiglas needed to separate employees from students/visitors. If YES, identify size and quantity information. Submit Work Order Request through the Facilities Help Center.
- Identify any required furniture removals, relocations, or removed from use actions. Submit Work Order Request through the Facilities Help Center.
- Evaluate and/or remove any informational materials or equipment that may be shared use (e.g. kiosks, computers, pens, forms, etc.)
- Identify quantity of wipes and/or cleaner needed for applicable open areas. Add to order form.
- Identify signage for sanitation/wipe-down protocol (before and after each use). Add to order form.
- Identify nearest location and signage required for sanitizer and wipe dispensing stations. Add to order form.

Private Office(s) and Cubicles:

- Identify personnel seating in workstations/cubicles less than six (6) foot apart from each other.
- Identify barriers (Plexiglas) needed for office/cubicles where appropriate. Add to order form.



- Identify a direction of travel that eliminates or mitigates counter-passing foot traffic. Add to order form.
- Identify any required furniture removals, relocations, or removed from use actions. Submit Work Order Request through the Facilities Help Center.
- Identify quantity of wipes and/or cleaner needed for applicable open areas. Add to order form.
- Identify signage for sanitation/wipe-down protocol (before and after each use). Add to order form.
- Identify nearest location and signage required for sanitizer and wipe dispensing stations. Add to order form.
- Evaluate other office spaces such as waiting areas, etc. using above criteria.

Workrooms / Lab Tech Spaces:

- Evaluate work room area for six (6) foot physical distancing.
- Determine number of employees who can occupy the space during their routine tasks. Occupancy determined as: _____
- Identify signage on door indicating number of occupants. Add to order form.
- Identify quantity of wipes and/or cleaner needed for applicable open areas. Add to order form.
- Identify signage for sanitation/wipe-down protocol (before and after each use). Add to order form.
- Identify nearest location and signage required for sanitizer and wipe dispensing stations. Add to order form.

Conference Rooms:

- Evaluate conference room for six (6) foot physical distancing.
- Determine number of staff who can occupy the space having meetings/routine tasks. Occupancy determined as: _____



- Identify signage needed on door indicating safe number of occupants and entrance/exit procedures. Add to order form.
- Identify location for room occupant behavioral signage on physical distancing, face covering, and other preventive measures. Add to order form.
- Identify any required furniture removals, relocations, or removed from use actions. Submit Work Order Request through the Facilities Help Center.

Break Rooms/Kitchenettes:

The sharing of appliances typically found in breakrooms should be minimized or temporarily suspended such as refrigerators, microwaves, coffeemakers, washable cups and utensils.

Appropriate Administrator will be responsible for informing staff of alternatives and options for food storage and eating locations and posting closure notices, signage for sanitation/wipe down protocol (before/after each use), and unplugging appliances.