



COVID-19 Reopening Guidelines Checklist for Office Work

<i>Completed By:</i>			
<i>Date Completed:</i>		<i>Supervisor:</i>	

Item		Response			Action	
No.	Description	Yes	No	N/A	Corrective Action	Remarks
1.	Have employees been directed to use only the equipment at their own desks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Has the use of conference rooms been eliminated or, if conference rooms are needed, instructions been communicated to minimize the number of employees present to allow 6-foot physical distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Do you have a plan to minimize workspace crowding and allow for proper distancing between cubicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Will you place tapelines on floors outside and behind cubicles to create 6-foot distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Have you removed personal office/cubicle fans to reduce the potential virus distribution throughout the office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Will you be conducting client meetings by teleconference to minimize in person meetings whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Have plans been established and communicated for temporarily elimination of kitchen and other shared refrigerators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Have company gyms and other nonessential amenities been closed to avoid overcrowding and common touch points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Has a policy been established and communicated asking employees to avoid taking the elevator whenever possible or limiting occupancy to 50% of maximum capacity and placing markings on the floor of the elevators for proper distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Additional Resources

For additional resources, tools, information, and links, please visit our COVID-19 resource page at www.usi.com/public-health-emergencies.



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