



# Building Activation Plan

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## Client Considerations

## Notes

<b>1 //</b> Require sick employees to stay home.	
<b>2 //</b> Monitor public health communications about COVID-19 recommendations and ensure employees have access to that information.	
<b>3 //</b> Meet with City Wide to determine plan to re-open facility.	
<b>4 //</b> Lower the density of the workplace to accommodate workstation distancing, if feasible.	
<b>5 //</b> Offer work-from-home options for employees who can perform duties remotely.	
<b>6 //</b> Establish alternative days or add extra/buffer shifts that reduce the total number of employees in a building or facility at a given time, allowing them to maintain a safe distance.	
<b>7 //</b> Stagger breaks and lunch schedules; encourage lunch breaks in vehicles or outside instead of in offices or shared cafeterias or break rooms; discourage use of shared appliances like coffee machines, ice makers, microwaves, and refrigerators.	
<b>8 //</b> Minimize contact among employees, customers, and visitors by replacing face-to-face meetings with virtual communications and using telework if feasible.	
<b>9 //</b> Develop emergency communication plans, including a forum for answering employees' concerns and internet-based communications if feasible.	
<b>10 //</b> Provide employees with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g. cough and sneeze protocol and care of PPE).	
<b>11 //</b> Train employees who need to use PPE on the use and context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy levels for all workers. <b>Exhibit 3: 'Proper Use of PPE' Poster.</b>	
<b>12 //</b> Evaluate existing supplies and ensure commercial grade/EPA-regulated cleaning chemicals and disinfectants are being used.	
<b>13 //</b> Require regular hand washing or use of alcohol-based hand sanitizer (60% or greater). Employees should always wash hands when they are soiled and after removing any PPE. <b>Exhibit 2: Posters for Display.</b>	
<b>14 //</b> Collaborate with employees to designate effective means of consistently communicating important COVID-19 information.	
<b>15 //</b> Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. When sharing, clean and disinfect items before and after use.	
<b>16 //</b> Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.	
<b>17 //</b> Set priority of no more than four (4) people allowed in an elevator cab. <b>Exhibit 2: Posters for Display.</b>	
<b>18 //</b> Ensure psychological and behavioral support is available to address employee stress.	
<b>19 //</b> Provide ongoing communications on hygiene and communicable disease.	
<b>20 //</b> Create a Business Continuity Plan with pandemic procedures.	
<b>21 //</b> Follow CDC procedures in the event a person suspected/confirmed to have COVID-19 has been in the facility.	



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## Building Preparation – City Wide

		Current SOW	Add to SOW	N/A	Notes
1 //	Clean AND disinfect high-touch areas such as workstations, keyboards, telephones, handrails, and doorknobs. Clean surfaces prior to disinfection. <b>Exhibit 1: Tent Cards.</b>				
2 //	Place hand sanitizer in multiple locations to encourage good hand hygiene. <b>Exhibit 2: Posters for Display.</b>				
3 //	Hang posters that encourage good hand hygiene and proper coughing/sneezing protocol to help stop the spread of viruses and other germs. Display at the entrance to your workplace and in other high-visibility areas. <b>Exhibit 2: Posters for Display.</b>				
4 //	Provide disposable disinfectant wipes so commonly used surfaces (e.g. doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before and after each use. Also provide commercial grade/EPA-regulated cleaning chemicals and disinfectants.				
5 //	Schedule electrostatic disinfect treatments for high-traffic areas (lobbies, restrooms, breakrooms, cafeterias, training rooms, conference rooms, stairwells, elevators, etc.), in addition to all office areas. <b>Exhibit 1: Tent Cards.</b>				
6 //	Install physical barriers, such as clear plastic sneeze guards.				
7 //	Reposition chairs in common areas such as waiting rooms, lobbies, and conference rooms to ensure proper social distance.				
8 //	Add Disinfecting Specialists (i.e. City Wide Day Porters) who are highly visible and continually disinfect high-touch areas.				
9 //	Increase disinfection at shared workstations.				
10 //	Limit visitors to specific areas, such as cafeterias, designated conference rooms, and lobbies.				
11 //	Disinfect conference and meeting rooms after each use. <b>Exhibit 1: Tent Cards.</b>				
12 //	Disinfect workstations each day/night including desktops, keyboards, and handsets.				
13 //	Add touchless dispensers in all restrooms; replace air hand dryers with paper towels.				
14 //	Add sensor-operated faucets and toilet flushometers.				
15 //	Add touchless door openers to frequently used interior doors, including restrooms.				
16 //	Add pre-packaged utensils in single dispensing unit in all breakrooms and cafeterias.				
17 //	Add keyboard covers that can be wiped down.				
18 //	Install high-efficiency air filters.				
19 //	Increase ventilation rates.				
20 //	Install specialized negative pressure ventilation.				
21 //	Identify an ongoing plan for disinfecting on a scheduled, consistent basis.				
22 //	Maintain a supply of PPE for required employees, with training on use of all materials. <b>Exhibit 3: 'Proper Use of PPE' Poster.</b>				



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## Employee Preparation – City Wide

	Current SOW	Add to SOW	N/A	Notes
1 // Display handwashing signs in restrooms and breakrooms. <b>Exhibit 2: Posters for Display.</b>				
2 // Conduct temperature checks for employees, visitors, contractors (e.g. electronic thermometer scan). <b>Exhibit 4: HP Thermometer Station.</b>				
3 // Provide face masks to all suspected and ill employees and/or customers to contain respiratory secretions until they are able to leave the workplace. In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. <b>Exhibit 3: 'Proper Use of PPE' Poster.</b>				
4 // Place postcards on workstations to communicate area has been disinfected to help provide peace of mind. <b>Exhibit 1: Tent Cards.</b>				
5 // Create directional workflow patterns for employees entering the workplace and throughout, incorporating visual markers on the floor. <b>Exhibits 5a &amp; 5b: Safety Message Mats and Pricing Guide.</b>				
6 // Provide hand sanitizer in high-traffic lobbies, restrooms, breakrooms, cafeterias, stairwells, elevators, conference/meeting rooms, and office areas. <b>Exhibit 2: Posters for Display.</b>				
7 // Consider additional high-visibility daytime cleaning of high-touch areas for increased employee safety and peace of mind (i.e. City Wide Day Porter or Employee Disinfecting Champion).				

## Exhibits

<b>Exhibit 1</b>	<i>Tent Cards</i>
<b>Exhibit 2</b>	<i>Posters for Display</i>
<b>Exhibit 3</b>	<i>'Proper Use of PPE' Poster</i>
<b>Exhibit 4</b>	<i>HP Thermometer Station</i>
<b>Exhibit 5a</b>	<i>Safety Message Mats</i>
<b>Exhibit 5b</b>	<i>Safety Message Mats Pricing Guide</i>

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Client Name

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Date