

Building/Facility Reopening Checklist

As buildings and campus space open, personnel should contact the Physical Plant to ensure that required supplies (hand sanitizer, surface cleaners) are provisioned and that other measures are taken to promote health and safety. These include:

- Preparing lobbies/public spaces to promote social distancing.
- Supplying lobbies/counters with hand sanitizer, tissue, and surface cleaner.
- Configuring lobbies/waiting areas to promote social distancing. This can include taking some furniture offline, marking the floor showing six foot distances, and dividing hallways with spacers.
- Developing a plan for building/space ingress and egress.
- Assuring that appropriate signage is in place on doors and in other high traffic areas. Signs include health screening information, directions for navigating buildings/spaces, and other information specific to a building or space.
- Supplying other supplies or equipment needed to promote safety/health for faculty, staff, and students.

Once these steps have been taken, buildings and spaces will be reviewed by Physical Plant and the Vice President for Student Affairs. If everything is in place, a recommendation will be made to the President to open the building/space. After the President's approval has been secured, building leaders will be notified.

