

Self Evaluation - Making Your Facility Safe

As businesses reopen amid COVID-19, they must be prepared to execute significant changes to their physical workspaces to create a safe environment for employees and visitors. Every organization has specialized requirements and unique operational needs, so it's important to adapt a **strategic approach** as they reopen their sites and prepare for the arrival of team members, customers, and visitors.

Keeping your space healthy and safe while conducting day-to-day business is crucial to preventing the spread of COVID-19. This **5-Step Assessment Guide** will help you to critically evaluate your facility, identify areas that need attention, establish safety protocols within your organization, and minimize the risk of COVID-19 transmission.



1 Site Analysis

Carefully review your floorplan and look for spots where face-to-face interactions are likely to occur, then install the appropriate health posters and social distancing signs to guide the foot traffic of employees and visitors. Key areas to consider are:

- Kitchens, break rooms, dining areas
- Lobbies
- Shipping and receiving areas
- Conference rooms
- Restrooms
- Offices
- Equipment rooms
- Fitness areas & locker rooms
- Cubicles
- Anywhere lines may form

After analyzing your floorplan, do a thorough onsite evaluation of your facility to identify any areas you may have overlooked. Walking through your site gives you a better understanding of the physical size of each area and puts you directly where employees and visitors will be. This exposes areas that are easily missed which require additional health and safety signs. Common spots include:

- Outdoor sitting and eating areas
- Elevators, stairwells, and narrow halls
- Parking lots
- Exterior windows

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Assess Your Business Needs

- Limit face-to-face interactions.
- Encourage employees who are able to work remotely to stay home or come onsite only when needed.
- When appropriate, reduce business hours each day.
- Implement alternating shifts for workers and visitors to avoid large crowds.

3

Inform & Educate

- Have a single point of contact available to address employee questions. This contact should be available to quickly address common queries and able to escalate any concerns to HR and leadership.
- Have an emergency protocol and contingency plan in case of infection at your site.
- Educate and promote hygienic habits throughout your facility using health and wellness posters, directional signage, and social distancing graphics.
- Communicate daily with your team to set expectations for common practices such as greeting guests, navigating narrow hallways and restrooms, elevator etiquette, and kitchen use.
- Enforce guidelines for not following health and safety protocols.

4

Clean & Disinfect

- Every business has different needs, so it's crucial to ensure you have a good supply line in place for sanitizer, soap, cleaning products, and PPE such as face masks, shields, sneeze guards, and gloves.
- Place bottles of hand sanitizer and disinfectant wipes at key locations for employees and visitors.
- Enlist professional cleaners that know how to safely clean, sanitize, and maintain your facility from top to bottom. If you do your own cleaning, be sure you're familiar with the latest protocols from the CDC.

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Stay Connected

- Monitor local health mandates to ensure you're conforming to the latest protocols.
- Visit the CDC and WHO sites often for the most up-to-date information.
- Remain flexible and assume frequent guideline adjustments as additional COVID-19 information becomes available.