

COVID-19 Workplace Evaluation Checklist

UMassAmherst

Environmental Health & Safety



The unprecedented nature of the COVID-19 crisis has led to unique challenges for the campus community, including the need to navigate working remotely and restarting on-site operations. The checklist that follows can be used to help guide Departments through the process of evaluating their workplaces and developing a Department COVID19 Safety Management Plan. EHS has also developed a template to assist with documenting the COVID Safety Management Plan resulting from this review. If you have questions about particular items in your work area or require any assistance, please contact EH&S at (413)-545-2682.

Social Distancing

- Ensure workstations provide for maintaining 6 feet apart between employees, customers, visitors, and vendors. Allow for 100 square feet per person. Do not exceed 50% of any posted occupancy or typical occupancy as of March 1, 2020. For situations where strict compliance interferes with the continued delivery of critical services, evaluate installation of physical partitions that are taller than standing workers.
- Alter work flows, adjust office space, stagger shifts, breaks and lunch times, and relocate shared equipment as necessary to ensure employees can practice adequate social distancing.
- Install space markers to keep customers, visitors, vendors 6 ft. from employees they will be interacting with. Consider installing physical barriers where this is not possible.
- Establish directional signage, floor marking, in hallways and passage ways where necessary and feasible to minimize contact.
- Consider establishing teams to work on staggered shifts or with specific work zones to limit mixing of staff.
- Encourage continued use of virtual platforms for meetings. Post meeting rooms with COVID19 occupancy levels that allow for social distancing. Remove chairs or block use of certain chairs with signage and tape. Do not exceed 50% of any posted occupancy, or typical occupancy as of March 1, 2020.
- Establish visitor appointment only policy, where feasible.
- Allow workers to work from home where it is feasible to do so.
- Minimize use of enclosed spaces (control rooms, vehicles) by more than one person. If common use is required, all workers shall wear a face covering.
- Post [UMass Social Distancing](#) and [UMass Wearing is Caring](#) posters in common areas. These and other posters can be found at the [EHS Join Us: Promote Healthy Living During COVID-19 page](#).

Hygiene Protocols

- ❑ Ensure on-site workers are informed of restrooms designated for use in their work location.
- ❑ Strategically place Alcohol based hand sanitizer. Ensure you have an adequate supply for your team.
- ❑ Establish protocols and assign responsibilities for cleaning high touch surfaces within offices, conference rooms, copier rooms, break rooms, shared workstations, equipment and vehicles.
- ❑ Post [Cleaning/Disinfecting Instructions for Shared Work/Meeting Spaces](#) and [Cleaning/Disinfecting log for Shared Work/ Meeting Spaces](#) in each room.
- ❑ Ensure you have adequate supply of Disinfectant wipes or spray for your team. Use [EPA approved disinfectants](#) for this.
- ❑ Ensure waste containers are emptied into the central repositories established by Physical Plant.

Employee Training and Wellness

- ❑ Ensure workers who have been on site and those who are returning for the first time watch the [Returning Safely to UMass video](#).
- ❑ Post the [Be Health Smart Poster](#) in common spaces.
- ❑ Train employees on your Department's COVID Safety Management Plan.
- ❑ Provide returning workers the [COVID-19 Daily Self Checklist](#) also available on the My UMass App.
- ❑ Encourage high-risk employees who are over the age of 65, pregnant, or who suffer from a chronic health condition such as heart disease, diabetes or lung disease contact the COVID19 HR Response team at 413-687-2283 or Covid19HR@umass.edu, to see if an alternate work arrangement can be made
- ❑ Evaluate ways to increase ventilation, increase forced ventilation where practical, encourage workers to open windows, and doors to hallways, set window air conditioners for outside air.
- ❑ Reinforce the University's [guidance on face coverings](#). Per order of Governor Baker, [face coverings are required](#) in public spaces when social distancing cannot be maintained. See the [University's FAQs on face coverings](#) .
- ❑ Advise workers to keep a daily log of contact with others and places they go. This can assist with contact tracing later if necessary.