



Checklist - Preparing Your Workspace for Return to Campus

Building Name _____ Room No. or Area _____

Anticipated Return to Campus Date _____ Number of Employees Returning on Slated Date _____

Contact Name _____ Return to Campus Approved by _____

General Guidelines

- Decisions related to on campus staffing needs must be established **prior** to completing this checklist
- Staff logistics/cohorts must be prioritized over physical changes in the workspace where possible
- Minimal to no cost will be approved for plexiglass or office reconfigurations
- Consider that the current maximum occupancy is one person per elevator

Please enter the appropriate response as Yes, No or N/A

While working, can employees maintain 2m physical distance or are protective barriers in place? _____

If no, resolve this by adjusting employee schedules or physical placement.

Can 2m physical distancing be maintained in meeting rooms and shared spaces? _____

If no, remove or stack furniture to ensure distancing. Install ✓ **decals** / x **decals** to indicate appropriate use.

Post **max occupancy signage** as needed.

Are employees required to communicate face-to-face with students/public for extended periods of time (for example – a help desk)? _____

If yes, Physical Resources will assist in installing an appropriate barrier through the Work Order process.

Your building contact will initiate communication.

Are pathways in your area as clear as possible? _____

If no, removing clutter, file cabinets, etc. that is not needed.

Have your employees reduced clutter and personal items on worksurfaces? _____

If no, instruct employees to declutter their workspace.

Has your department allowed for employees to clean spaces by having cleaning supplies available? _____

If no, **order supplies as necessary**.

COVID-19 signs have already been posted in key and common areas. Please take a minimal approach to all additional signage.

Review the **Self Print Material** (under COVID-19: Signage) to determine what is needed for your area.

Note: If further assistance is required, please return the completed checklist to wo@pr.uoguelph.ca along with specific details of the assistance requested and relevant photographs of your space.