Checklist - Preparing Campus for Physical Distancing

Please return the completed checklist to <u>wo@pr.uoguelph.ca</u> along with photographs of your space.

Building Name:	Submission complete by:	Rm. No. or Area:

Anticipated Return to Campus Date:	Return to Campus Approved by:	# of employees expected to return on stated return date:

General (highlight the appropriate response)

Is the space a common area (main entry/exits, elevators, main corridors, stairwells and public lounge areas, multi-user washrooms and centrally, booked classrooms)?	Yes	No	NA
Are you aware of the Physical Resources Primary Contact assigned to this area to help coordinate planning measures if needed.?	Yes	No	NA

Workstations

Are workstations 6' or 2m a part?	Yes	No	NA
If not, can this be resolved in the short term by adjusting employee scheduling?	Yes	No	NA
Will barriers be needed in the long term?	Yes	No	NA
Can you eliminate face to face desks?	Yes	No	NA
If not, can it be resolved in the short term by adjusting employee scheduling?	Yes	No	NA
Will barriers be needed in the long term?	Yes	No	NA
Have you altered the use of multi-user 'hotelling' stations? Scheduling and Cleaning are possible solutions.	Yes	No	NA
Have you reviewed closed offices and meeting rooms to ensure 6' or 2m physical distance can be maintained? This may include removing and/or stacking furniture in area where it does not affect circulation. Add signage as necessary (https://www.pr.uoguelph.ca/covid-19-signage)	Yes	No	NA
Have you analyzed closed offices and small rooms with multiple occupants to ensure physical distancing is possible?	Yes	No	NA
Is there enough space for circulation, entering, exiting space?	Yes	No	NA

Is it a small closed room that meets the above criteria but feels too enclosed? Consider a scheduling solution in any of these cases.	Yes	No	NA
Are barriers required at counters, on desks behind or between desks that make sense from a fiscal standpoint?	Yes	No	NA

Circulation

Are circulation paths as wide as possible? Accomplish this by reducing any file cabinets, etc. that are not needed.	Yes	No	NA
Does one-way circulation make sense for main paths through space? Add signage as necessary (https://www.pr.uoguelph.ca/covid-19-signage)	Yes	No	NA
Are there other issues that need signing to make circulation clear? Add signage as necessary (https://www.pr.uoguelph.ca/covid-19-signage)	Yes	No	NA

Cleaning

Have your employees reduced clutter and personal items on worksurfaces?	Yes	No	NA
Has your department allowed for incoming person to clean spaces by having cleaning supplies available? Order supplies as necessary (https://www.pr.uoguelph.ca/ordering-covid-19-personal-hygiene-supplies)	Yes	No	NA

Signage

Have you reviewed the COVID-19 Signage Guidelines? (https://www.pr.uoguelph.ca/covid-19-signage)	Yes	No	NA
Have you taken a minimal approach as signs keeping mind that eventually will need to be removed? "Wear Your Mask" signs need only to be applied on exterior doors and not everywhere in building because you will have the safe practice posters that reinforce this. Physical Distancing signs are only needed as a reminder in key areas as they will be posted by Physical Resources in common areas and reinforced on protocol/etiquette posters as well.	Yes	No	NA
Are surfaces where you need to apply signs durable vs. drywall? If drywall, do you have painters' tape or push pins to apply signs?	Yes Yes	No No	NA NA

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