# Pathway to In-Person Operations: \_\_\_\_\_\_\_\_\_ term Return Operations Checklist

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| Completed By: | Date: |
| Organization/Department Name: | Worksite Location: |
| Department/Unit COVID-19 Prevention Plan and Plan Location: | |

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| **General- Pre-Return Planning** | | | |
| **Task** | **Responsible** | **Completed** | **Date** |
| Assess intended service offerings for Spring, Summer & Fall | Unit |  |  |
| Review staffing needs to provide services | Unit |  |  |
| Communicate with Building Manager about intent to resume on site activities | Unit |  |  |
| Coordinate with others in your area to stagger employee returns to allow maximum physical distancing. | Unit |  |  |
| Inventory equipment that needs to return (Computers, Monitors, Desks, Chairs, Office Supplies, etc.) | Unit |  |  |
| Develop reentry strategy (all at once, waves, essential vs. non-essential) | Unit |  |  |
| Develop timeline for prep work to be performed prior to occupancy | Unit |  |  |
| Provided notice to vendors/contractors | Unit |  |  |
| Consider developing visitor strategy and protocols | Unit |  |  |
| Develop a cleaning schedule for high use areas and items | Unit |  |  |
| Ensure that Cleaning supplies are available for spot cleaning | Unit |  |  |
| Notify of all service providers of reentry strategy / timelines | Unit |  |  |
| Develop communication plan to employees outlining measures taken prior to move-in | Unit |  |  |
| Develop communication plan to employees outlining service changes moving forward | Unit |  |  |
| Develop communication plan to employees outlining face covering policy | Unit |  |  |
| Plan/order for a face coverings for employees that may need them upon return to work | Unit |  |  |
| Determine unit strategy for on-site work in Fall given university guidelines, public health, physical distancing constraints and known best practices for each type of work. Incorporate staging approach from pre-return planning step above. |  |  |  |
| Consider how unit will assess success of the transition approach when planning for the future. |  |  |  |
| Determine whether resumption implementation decisions will reside with unit leader, leadership team, individual supervisors, etc. |  |  |  |
| Evaluate and characterize jobs within unit against on-site needs and strategy. Which jobs could continue remotely if needed without compromising how unit will deliver on its mission? |  |  |  |
| Communicate unit plan strategy to unit supervisors. |  |  |  |
| Supervisors hold individual conversations with employees to understand their transitional needs for return to on-site work. Understand also individual preferences for continued full or partial remote work if available. |  |  |  |
| Supervisors develop a detailed staffing plan and review plan with unit leadership as instructed. |  |  |  |
| Consult with HRSP as a unit to ensure equity of treatment across similar positions. |  |  |  |
| Assess incremental technical needs if employees will have multiple work locations. |  |  |  |
| Supervisors hold follow up conversations with individual employees regarding expectations for work location during summer and fall terms. |  |  |  |
| Employees encouraged to seek formal accommodation through EOA as appropriate. |  |  |  |
| Supervisors coordinate completion of Remote Work Form to document any remote work arrangements as necessary. |  |  |  |
| Supervisors coordinate completion of Property Loan Agreements if university-owned equipment will be used off-site. |  |  |  |

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| **General- Pre-Return Physical Environment** | | | |
| **Task** | **Responsible** | **Completed** | **Date** |
| Please follow most current OSHA’s guidelines: as of May 2021, spread out work areas/physically separate workstations if necessary | Building |  |  |
| Designated drop-off/pick-up areas for furniture and equipment to be brought back on campus | Building |  |  |
| Posters/signage/floor markings installed or posted | Building |  |  |
| Develop wayfinding – will you be using specific traffic patterns for (one-way), entry/exit doors? | Building |  |  |
| Consider use and placement of hand sanitizing stations in public spaces | Building |  |  |
| Consideration of physical barrier at reception desk | Building |  |  |
| Inspection of all spaces/equipment - make sure the areas/equipment are clean, operational, stocked | Building |  |  |

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| **General- Pre-Return Preparations** | | | |
| **Task** | **Responsible** | **Completed** | **Date** |
| Work with Managers to decide on when expected to be on campus (Spring, Summer or Fall) | Individual |  |  |
| Provide managers with the Inventory equipment that needs to return (Computers, Monitors, Desks, Chairs, Office Supplies, etc.) | Individual |  |  |
| Connect Computers to [OSU VPN](https://oregonstate.teamdynamix.com/TDClient/1935/Portal/KB/ArticleDet?ID=51154) and make sure that [software is up to date](https://oregonstate.teamdynamix.com/TDClient/1935/Portal/KB/ArticleDet?ID=100530) | Individual |  |  |
| Verify that disk encryption is running on your computer. If it is not, contact the Service Desk 7-8787. | Individual |  |  |
| Develop communication plan to employees outlining measures taken prior to move-in |  |  |  |
| Develop communication plan to employees outlining service changes moving forward |  |  |  |
| Develop communication plan to employees outlining face covering policy |  |  |  |
| Plan/order for a face coverings for employees that may need them upon return to work |  |  |  |

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| **Day of Return** | | | |
| **Task** | **Responsible** | **Lead Time** | **Completed (Y/N)** |
| Supervisor meet with each employee to ensure understanding of work duties and schedule, check in regarding technology and facility needs |  |  |  |
| Supervisor educate each employee regarding changes to facility use, cleaning schedule, approach to remote/in-person meetings and job- and facility-specific information |  |  |  |
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| **On Going Operations** | | | |
| **Task** | **Responsible** | **Completed?** | **Date** |
| Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) |  |  |  |
| Minimizing the number of people in a work area |  |  |  |
| Supervisor check-in with individual employees regularly to assess success of transitional plan, understand whether technology or workstation needs have changed and respond to any employee needs |  |  |  |
| Supervisor check-in with team regularly to assess success of transitional plan, understand whether technology or workstation needs have changed and respond to any evolving team needs or priorities |  |  |  |