

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

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

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.			

<b>General- Pre-Return Physical Environment</b>			
<b>Task</b>	<b>Responsible</b>	<b>Completed</b>	<b>Date</b>
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		

<b>General- Pre-Return Preparations</b>			
<b>Task</b>	<b>Responsible</b>	<b>Completed</b>	<b>Date</b>

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 <a href="#">OSU VPN</a> and make sure that <a href="#">software is up to date</a>	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			

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			

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			