



September 2, 2020

BUILDING COORDINATOR COVID-19 BUILDING READINESS CHECKLIST

Date:	Completed By:
Building:	Building Coordinator:

<b>CLEANING AND DISINFECTION SUPPLIES</b>	
<input type="checkbox"/>	Periodically check to ensure: <ul style="list-style-type: none"> <li>Cleaning and disinfection by Building or Custodial Services is being done in accordance with the <a href="#">Enhanced Cleaning and Disinfection Protocols</a>.</li> <li>Cleaning and disinfection supplies supplied or stored in the building are available to occupants for cleaning their workspaces, commonly used equipment, and breakrooms outside of Building or Custodial Services' normal cleaning schedule.</li> </ul>
<b>FACE COVERINGS</b>	
<input type="checkbox"/>	Follow the enforcement protocols outlined in the <a href="#">UW Face Covering Policy</a> if you encounter a person within the facility without a required face covering.
<b>FIRE / LIFE SAFETY AND SECURITY</b>	
<input type="checkbox"/>	Modify evacuation plans as needed to address physical distancing requirements. A revised <a href="#">Fire Safety Evacuation Plan template</a> is available from EH&S.
<input type="checkbox"/>	Check all departmental gas appliances to ensure there is not a gas smell and the pilot lights are lit.
<input type="checkbox"/>	Designate storage locations for pandemic supplies and review with EH&S for compliance with the storage of <a href="#">alcohol-based hand sanitizer</a> and disinfectants.
<input type="checkbox"/>	Remind units/departments hosting <a href="#">visitors, contractors, and vendors</a> to follow the <a href="#">guidelines</a> established by EH&S.
<input type="checkbox"/>	Establish designated drop off and pick up locations for supplies and equipment that are delivered.
<b>PHYSICAL DISTANCING</b>	
<input type="checkbox"/>	Evaluate high choke points or areas of congestion within the building. (e.g., entry/exits, stairwells). Implement one-way circulation on floors. Order signage as needed from <a href="#">Creative Communications</a> .



<input type="checkbox"/>	Evaluate any areas that have restricted occupancy limits per state regulations (e.g., dining areas, common spaces, elevators, <a href="#">restrooms</a> ). Consult with EH&S if needed. Post signage to indicate maximum occupancy.
<input type="checkbox"/>	Restrict elevator passengers to one to four people depending on the size. See the <a href="#">National Elevator Industry Elevator &amp; Escalator Tips</a> for guidance. Post signage to indicate maximum occupancy.
<input type="checkbox"/>	Ensure employees within their workstations are located more than six feet away from another person and/or physical barriers have been placed to separate workstations when distancing is not possible.  See the <a href="#">Plexiglass Barrier Guidance</a> for more details.
<b>PLUMBING AND HANDWASHING FACILITIES</b>	
<input type="checkbox"/>	Walk through the building and note any plumbing concerns. <ul style="list-style-type: none"><li>• Building coordinators should continue weekly testing of emergency eyewashes in public corridors to flush water through the system. Principal investigators are also asked to periodically flush eyewashes and laboratory faucets in research areas (once per week).</li><li>• Contact UW Facilities if eyewashes or laboratory faucets cannot be flushed weekly.</li></ul> If there are any concerns, contact UW Facilities.
<input type="checkbox"/>	Ensure handwashing facilities have soap and paper towels available.  Place <a href="#">"Wash Your Hands the Right Way"</a> signage explaining best handwashing practices in or near restrooms or other handwashing stations. If there are any concerns, contact Building or Custodial Services.
<input type="checkbox"/>	Ensure hand sanitizer is available in common areas and lobby entrance.  If there are any needs, contact Building or Custodial Services.
<b>POSTERS/SIGNAGE</b>	
<input type="checkbox"/>	Ensure COVID-19 signage and posters are visible at entrance to building and in localized areas according to the <a href="#">Building Readiness Guidelines</a> .  Order signs from <a href="#">Creative Communications</a> or print them directly from the <a href="#">Stay Healthy, Huskies toolkit</a> . Contact UW Facilities <a href="#">Customer Care Team</a> if exterior signage is required.
<b>VENTILATION</b>	
<input type="checkbox"/>	Walk through the building to ensure there is air movement in spaces, and verify there are no other indoor air quality issues (e.g., mildew, mold, foul or unusual odors).  Contact UW Facilities if you have questions about or are having problems with the HVAC system in your building. In addition, UWF Engineering Services is evaluating the buildings on campus that utilize natural ventilation systems and will contact the relevant building coordinators with any special operational considerations.