

# Infection Prevention and Control COVID-19 Recovery Checklist For Stand-Alone Administrative Offices

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Updated: 3 June 2020

<b>Site:</b>	
<b>Date (YY/MM/DD)</b>	

*One part of developing your COVID-19 Safety Plan is identifying protocols to keep workers safe. Consider the elements below as you develop the plan for your workplace.*

*These protocols are not a list of requirements; however, they should be considered and implemented to the extent that they address the risks your workplace. You may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the risk to your workers.*

*To be completed by the Office Manager or delegate.*

## **Instructions**

1. Assemble an assessment team that includes department leadership and worker representation from the Joint Occupational Health and Safety Committee (JOHSC). For sites without a JOHSC, the applicable safety representative should be part of the assessment team.
2. Review the COVID-19 [Key Principles & Safety Plan for Standalone Administrative Offices](#) and update to reflect the Safety Plan for your area.
3. Perform visual inspection of the office suite.
4. Review checklist and check elements that have been implemented. Provide brief comments to describe the implementation at your site. (You may refer to other documents with more detail where applicable.)
  - Mandatory IPAC elements are marked with a red star (\*)
5. If there are any concerns, identify further actions.
  - If need extra support, consult with [IPAC Team](#) for further guidance.
6. Send the completed checklist to your JOHSC for review and inclusion in the JOHSC minutes.
7. A copy of the complete checklist must be sent to [EmployeeSafety@vch.ca](mailto:EmployeeSafety@vch.ca) to be stored electronically.

Element		Status		Comments	
		Yes	N/A		
<b>1) Policies and Procedures</b>					
1.1	The facility's capacity to accommodate appropriate flow of people is assessed on a regular basis.				
1.2 (*)	1.2.1	Environmental Services (EVS) contract in place, identifying:			
	1.2.2	Routine cleaning and disinfection procedures.			
	1.2.3	Frequency of cleaning.			
	1.2.4	List of areas EVS will clean and disinfect.			
1.3	1.3.1	The following recommendations for staff and contractors are in place, including:			
	1.3.2	Not coming to work sick.			
	1.3.3	Staggered start times.			
	1.3.4	Staggered break times.			
	1.3.5	Staggered work week or working from home.			
	1.3.6	No sharing of food.			
1.4 (*)	1.4.1	There is a process in place for virtual or telephone meetings.			
	1.4.2	There is a process in place for meeting organizers to remind visitors to not come into the office if experiencing any COVID-19-like symptoms.			
	1.4.3	Reception and other staff where feasible can maintain a 2 metre distance with visitors.			

<b>2) Environment</b>					
2.1 (*)	Alcohol-based hand rub (ABHR) is available at entrance and exit from office suite.				
2.2 (*)	2.2.1	Visual alerts (e.g., signs, posters) indicating hand hygiene, respiratory etiquette and physical distancing are present in the office suite.			
	2.2.2	Clear physical distancing indicators are in place in common areas, i.e. elevators, waiting rooms, staffrooms etc.			
	2.2.2	Stairwell access made available to staff.			
2.3 (*)	Common areas (e.g., waiting area) have been de-cluttered removing non-essential items (remote control, magazines, etc.)				
2.4 (*)	Office spaces have minimal supplies and equipment.				

<b>3) Education</b>					
3.1	Staff have been provided information relating to COVID-19 and the measures in place to ensure safety within the facility				

#### 4) Other

<p>Other measures not otherwise mentioned</p>		
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**Additional comments:**

**Decision for recovery:**