

UOG COVID-19 Safety Checklist for Campus Preparedness

Refereced from Attachment F of UOG Pandemic Plan and Procedures for Preparing and Operating Under PCOR2-3 General Guideline Checklist vJan262021; UOG Checklist for Campus Preparedness v1.0 Sept212020; DPHSS Compliance Checklist for In-Class Operations of K-12 Schools and Institutions of Higher Education. Items highlighted in light green point out areas related directly to covid-safety building facility compliance.

ATTACHMENT F

BUILDING AND NAME OF OFFICE UNIT:				
UNIT EMPLOYEE PRESENT AT TIME OF SITE VISIT:				
DATE:				
ITEM	ACTION	IN COMPLIANCE		
		YES	NO	N/A
1	COOP: Distributed the updated PCOR2/3 / U-POPOP/2/3 COOP to all personnel in organization by leadership. Distributed the Academic COOP and EMSS COOP to all personnel, as applicable.			
2	SOPs: Distributed Standard Operating Procedures specific to respective organizations to all employees by leadership.			
3	Phone Trees and Maps: Phone Trees and Maps for all employees updated and distributed to those who need to know under "FOR OFFICIAL USE ONLY" purposes.			
4	Emergency Contact Information: Obtained, distributed and posted as applicable to all employees, students, visitors emergency contact information for different types of reporting information purposes.			
5	Training: All employees trained and understand the purpose of COVID-19 Room Capacity Configuration; Sign-in Procedures; Mask Wearing; Social Distancing; Hand Sanitizing or Washing; Proper Procedures for Sneezing or Coughing; If Sick Stay Home or See Your Health Provider; Hours of Operation; Line Markers for those Waiting in Line Outside Doors; Contact Tracing; Lock Down Procedures.			
6	Walk-Thru of Areas with Employees: Scheduled and conducted a walk-through with employees in preparation for opening office areas, service areas, classrooms, labs, and other pertinent areas for operation.			
7	Communications: Posted important information in website, social media, primary bulletin boards, and other appropriate locations of hours of operation; points of contact information for questions or appointment; relevant schedules or activities, etc. Employees on site to take care of Walk-ins.			
8	Signage Posted at Entrances of Main Offices and throughout Facility: Posted signs for COVID-19 Room Capacity; Sign-in Procedures; Mask Wearing; Social Distancing; Hand Sanitizing or Washing; Proper Procedures for Sneezing or Coughing; Areas for Use (chairs, tables, etc); COVID-19 Related Screening Questions; If Sick Stay Home or See Your Health Provider; Hours of Operation; Line Markers for those Waiting in Line Outside Doors.			
9	Traffic Flow Visual Aids: Utilizes visual aids such as painters tape, decals, signage, etc. in high traffic areas (i.e. hallways) to illustrate traffic flow and 6-feet distancing.			
10	Screening Questions: Series of relevant questions written and posted for answering prior to entering facility or room.			
11	Controlled Entrance: Main entrance area(s) and exit area(s) identified for control purposes, as applicable.			
12	Temperature Check: Have a thermometer to check temperature. Optional, and used, as needed.			
13	Maintains General Cleanliness and Sanitary Conditions throughout Facility: Have hand sanitizers available for people entering or hand wash area for classrooms/labs, offices, service areas, etc. Have sufficient supplies such as soap and disposable paper towels for the semester, plus reserves.			
14	Trashbins: Contactless trash bins are provided for use.			
15	Sign-in Roster/Pen: Have sign-in roster and pen for people entering room for accountability and contact tracing, as needed. Or have technological equivalent to capture information.			
16	Sneeze Guards: Service area and/or classrooms/labs have sneeze guards, as appropriate.			
17	Mask: Everyone has on a mask or cloth face cover, covering both nose and mouth. Use of face shield in addition to face mask, as appropriate.			
18	Occupancy: Maximum room occupancy limits are posted in visible areas for occupants. Facility operates at no more than the authorized occupancy rate.			
19	Social Distancing: Office, classroom, labs, service areas, lobbies, waiting line areas are socially distanced for work, teaching, service, or waiting. Areas marked with "X" means that occupants are NOT allowed to be in those areas, unless otherwise stated.			
20	Re-Sanitizing: Protocols and procedures in place to re-sanitize after each customer or class. Focus on high touch areas. Sanitize hands.			
21	Fogging: Fogging scheduled for rooms after multiple use or special situations.			
22	Technology: Use of technology in place and operational, as appropriate.			
23	Teleworking: Teleworking approved by supervisor and work being monitored for accountability.			
24	Leave Policy: Obtained policy from HRO to understand type leave status for employees when sick, quarantined, in isolation, teleworking, or other scenarios for monitoring and accountability.			
25	Accommodations: Contacted the EEO/ADA/Title IX Office and/or HRO for the various options available based on my employees' needs for reasonable accommodations based on documentation submitted for any medical conditions. Students go through EMSS Senior Academic Counselor/ADA Specialist, Sallie Sablan.			
26	Water Filling Stations: Prohibit use of water fountains with shared mouth pieces. Water bottle filling stations are authorized and approved for use by DPHSS. Stations must be cleaned throughout the day.			

27	Group Gatherings/Activities: In compliance with the current cap for gatherings/activities in accordance with latest executive order and DPHSS guidance memo and procedures.			
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		YES	NO	N/A
29	Restroom: Sanitizing checklist being used on a recurring schedule and are socially distanced with COVID-19 Room Capacity Configuration; signage; and Line Markers for those Waiting in Line Outside Doors.			
30	Residence Halls: Requirements in COOP in compliance for common kitchen, laundry, recreation, restrooms, shower facilities, meals, isolation/quarantine.			
31	Contact Tracing: Orientation or training conducted and UOG Safety Office and DPHSS contact information distributed for use, as appropriate. See COOP.			
32	Lock Down Procedures: All personnel know procedures tailored to each area in their organization. Alternative plans for classes, labs, services, office support, and operations have been discussed and ready to implement, as required. Care for personnel in place.			
33	Notes:			