

LAS Return to Campus Work Checklist

Contingency planning

ITEM	Complete	N/A	Notes
Increase activities in stages with the knowledge that a quick ramp-down may be required due to public health directives.			
Develop a plan to prioritize and limit work should a ramp down be necessary.			

Reduce onsite occupancy:

ITEM	Complete	N/A	Notes
Continue to encourage working remotely whenever possible.			
Create a schedule/plan that will allow for social distancing (ex. staggered onsite work shifts, alternating days in the office, etc).			
Document your remote work policy and scheduling procedures and communicate to all employees.			

Onsite Staff Preparation:

ITEM	Complete	N/A	Notes
Ensure everyone who will work onsite is familiar with the general guidelines provided by LAS.			
Ensure everyone who will work onsite is familiar with the F&S cleaning and disinfecting protocols .			
Instruct each employee to review their personal health each day to determine if they should come onsite.			

Physical distancing:

ITEM	Complete	N/A	Notes
Assess equipment and work station locations in your unit spaces and re-position as necessary to maintain a minimum of 6 feet of separation at all times.			
Erect solid barriers such as plexiglass shields when operations do not allow adequate			

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separation AND the activity cannot be staggered or eliminated.			
Ensure that any rooms used to space out operations also follow physical/social distancing guidelines and are equipped to do the needed work.			
Control foot traffic flow to minimize contact via establishing one-way traffic patterns in room aisle ways when possible. Post signage to provide instruction.			
Designate an entry and exit point into hallways and corridors when possible. Post signage to provide instruction.			
Document physical distancing expectations and procedures and communicate to all staff.			

Working Alone:

ITEM	Complete	N/A	Notes
Require anyone working alone to seek prior approval from their supervisor/PI.			
Prohibit work with any equipment requiring more than one person for safe operation.			
Require periodic check ins with a colleague/supervisor for work occurring during very low building occupancy (e.g., overnight).			
Document a working alone policy and communicate to all staff.			

Cleaning and disinfection of shared equipment and high touch surfaces:

ITEM	Complete	N/A	Notes
Designate/assign equipment and work areas where possible to avoid sharing during the same work shift.			
Develop a cleaning/disinfection protocol and schedule, to disinfect high touch surfaces and shared equipment or workstations.			
Install cleanable covers where possible on sensitive equipment such as keyboards.			

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Document the cleaning/disinfection protocol and communicate to all staff.			
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Respiratory etiquette and hand hygiene:

ITEM	Complete	N/A	Notes
Require cloth face coverings or similar disposable non respirator masks for common areas and shared spaces.			
Stock sinks in the work area with soap and paper towels. Supply hand sanitizer for office spaces.			
Post signs encouraging hand hygiene and other practices .			