COVID-19 WORKPLACE HEALTH AND SAFETY
Facility Manager Checklist

Date Checklist Was Completed:	
Facility:	
Access (Restricted, Limited, or Full):	
Number of Work Zones:	

Access Requirements	Implemented?	If not, explain.
Entry/Exit Doors: Limit points of entry.	Yes ☐ No ☐	
Sign-in: All visitors must sign-in at entrance. Ensure hand sanitizer is available nearby.	Yes ☐ No ☐	
Visitor/Vendor Access: Ensure appointment, face covering, sign-in and self-assessment requirements are met.	Yes ☐ No ☐	
Hand Washing Stations: Provide hand washing stations in every facility and at least one per Work Zone; provide hand sanitizer stations if not possible.	Yes ☐ No ☐	

Building Movement Requirements	Implemented?	If not, explain.
Lobbies: Prop interior doors open, post directional and queuing signage, and install frequent hand sanitizer stations.	Yes ☐ No ☐	
Elevators: Limit number of passengers and post occupancy limit signage.	Yes ☐ No ☐	
Stairs: Designate stairs as up or down when possible.	Yes ☐ No ☐	

Corridors: Post directional signage to maintain six feet of distance or designate a preferred path.	Yes ☐ No ☐	
Publicly Accessible and Shared Meeting Spaces: Restrict and coordinate access and use. Post occupancy signage. Provide cleaning supplies for employees to clean and sanitize high- touch surfaces after use.	Yes ☐ No ☐	

Work Zone Requirements	Implemented?	If not, explain.
Individual Workspaces: Assist tenants in determining which workspaces can maintain six feet of distance. Provide cleaning supplies for employees to clean and sanitize workspaces.	Yes ☐ No ☐	
Work Zone Common Areas: Post occupancy limits. Provide cleaning supplies to clean and sanitize high-touch surfaces after use.	Yes ☐ No ☐	
Restrooms: Prop doors open when feasible. When not, provide tissues or a foot lever. Post occupancy limits and designate some stalls/urinals or close them to provide adequate distance.	Yes ☐ No ☐	
Conference and meeting rooms: Regulate based on occupancy limits; close if physical distancing cannot be maintained.	Yes ☐ No ☐	
Kitchen, break and gathering spaces: Regulate seating to maintain distance; consider removing small appliances that are difficult to clean and sanitize.	Yes ☐ No ☐	
Print and mail rooms: Coordinate ways to deliver mail that does not require crossing into multiple work zones.	Yes ☐ No ☐	
Wellness and lactation rooms: Limit access. Provide a reservation system.	Yes ☐ No ☐	
Fitness Centers and Workout Rooms: Closed unless it's a specialized facility.	Yes ☐ No ☐	

Locker Rooms: Provide cleaning supplies to clean and sanitize high-touch surfaces after use. Consider assigning lockers.	Yes ☐ No ☐	
Interior Bike Rooms: Provide cleaning supplies for users to clean and sanitize high-touch surfaces after use.	Yes ☐ No ☐	
City Vehicles: Ensure that vehicles that stay at this facility have cleaning supplies.	Yes ☐ No ☐	

Health and Safety Assessment Expectations	Implemented?	If not, explain.
Air Circulation and Filtration: Optimize HVAC to meet best-case scenario for environmental control systems.	Yes ☐ No ☐	
Water System: Follow CDC Guidance for Building Water Systems for facilities with prolonged shutdowns.	Yes ☐ No ☐	
Facility Safety Plans: Update plans to address the guidance. Review emergency response plans and determine changes to evacuation plans.	Yes ☐ No ☐	

Facility Cleaning Expectations	Implemented?	If not, explain.
Janitorial: Level 2 for the duration of the State of Emergency.	Yes ☐ No ☐	
Employee: Provide cleaning supplies for employees to clean and sanitize individual workspaces and common areas.	Yes ☐ No ☐	
Site Response in Case of COVID-19: Bureau Director (or designee) and Facility Manager to initiate response within 24 hours of notification.	Yes ☐ No ☐	

Signage to Install	Implemented?	If not, explain.
Health and Safety: Remind employees about physical distancing, washing hands, wearing face coverings, cough and sneeze etiquette, and symptoms to be aware of.	Yes ☐ No ☐	
How to Properly Wear a Face Covering: Help employees wear face coverings effectively and in a way that keeps everyone safe.	Yes ☐ No ☐	
Self-Assessment Health Survey: Summary of self-assessment questions and reminders to all employees to complete the assessment before reporting to work.	Yes ☐ No ☐	
Facility Entry Expectations: Convey expectations regarding meetings by appointment only, face covering requirements, self-assessment health survey, and sign-in procedures, including why and how information is being collected.	Yes ☐ No ☐	
Building Movement and Wayfinding: Convey directional routes within facilities including lobbies, elevators, stairwells and other places to maintain physical distancing.	Yes ☐ No ☐	
Work Zone Designations: Remind employees of the limits of the expected work areas.	Yes ☐ No ☐	
Occupancy Capacities and Configurations: Ensure people can properly maintain physical distance by reducing occupancy limits in common areas, meeting rooms, and elevators.	Yes ☐ No ☐	
Area Closed: Convey which areas within City facilities will not be available for use.	Yes ☐ No ☐	
How to Clean Individual Workspaces and Common Areas: Convey expectations and provide instructions on what and how to clean.	Yes ☐ No ☐	
In the Field Work Area: Alert the public of a City of Portland work area and reminders on health and safety standards, like wear a face covering, maintain at least six feet of distance, etc.	Yes ☐ No ☐	