

## Return to Operations Checklist for Building or Departmental Managers:

This checklist is intended to assist Queen's building and departmental managers plan, prepare, and implement the gradual return to campus while managing the risk related to the COVID-19 pandemic. During the planning process, it is important to work in coordination with your departmental managers/supervisors who are planning to return employees to the workplace. For departments that are in a multi-department/unit building, planning and preparation in your department should be done in coordination with the rest of the building.

For more information, refer to the [Queen's Return to Campus Guidelines](#)

Planning	Y	N	N/A
<b>Physical Layout and Utilization of Workspace</b>			
<ul style="list-style-type: none"> <li>Assist Managers/Supervisors with assessing the building/departmental layout to determine where modifications may be needed to ensure 2 metre physical distancing is possible. (See the <a href="#">Manager/Supervisors Checklist</a> for suggested alternate considerations in the event physical distancing cannot be maintained)</li> </ul>			
<b>Control of Traffic Flow</b>			
<ul style="list-style-type: none"> <li>Assist the department in determining the need for directional signage to control foot-traffic (Consider both work and common spaces).</li> </ul>			
<b>Restrict Access to Shared Spaces</b>			
<ul style="list-style-type: none"> <li>Identify common spaces (lunch/break rooms, washrooms, elevators, etc.) and determine occupancy and usage restrictions.</li> </ul>			
<b>Preparation</b>	Y	N	N/A
<ul style="list-style-type: none"> <li>Contact PPS to ensure the building systems are fully operational and the space will be ready for occupation.</li> </ul>			
<ul style="list-style-type: none"> <li>Conduct a thorough inspection of the building/department to ensure no hazards have developed while the space was largely unoccupied.</li> </ul>			
<ul style="list-style-type: none"> <li>Upon entry into the space for the first time, make note of any strange odours, alarms, noises, water on the floor, etc. to identify any potentially hazardous situations. If a hazard is identified, isolate the hazard if safe to do so and call Campus Security &amp; Emergency Services, PPS or EH&amp;S for assistance.</li> </ul>			
<ul style="list-style-type: none"> <li>For other maintenance related items identified, report needed repairs and maintenance to PPS through Fix-it (ext. 77301 or <a href="mailto:fixit@queensu.ca">fixit@queensu.ca</a>)</li> </ul>			
<ul style="list-style-type: none"> <li>Lab buildings and departments should refer to the <a href="#">Lab Ramp Up checklist</a> for recommended checks of lab-related infrastructure and equipment (fume hoods, safety showers, autoclaves, etc.)</li> </ul>			
<ul style="list-style-type: none"> <li>Check other department/building equipment to ensure it remains functional and there are no signs of power disruption or tripped breakers.</li> </ul>			
<ul style="list-style-type: none"> <li>Check fridges to ensure they are working and items inside have not been compromised. A content clean-out is likely required.</li> </ul>			
<ul style="list-style-type: none"> <li>Turn on water taps and ensure all traps are filled with water to prevent sewer gas from entering the space. Add water to any open floor drains.</li> </ul>			

Preparation continued	Y	N	N/A
<ul style="list-style-type: none"> <li>Ensure a monthly fire extinguisher inspection is completed prior to re-occupation of the space.</li> </ul>			
<ul style="list-style-type: none"> <li>Ensure departmental first-aid kits have been inspected prior to re-occupation.</li> </ul>			
Implementation	Y	N	N/A
<ul style="list-style-type: none"> <li>Coordinate any changes that are needed to workspace and common areas with departmental managers/supervisors (layout changes, furniture removal, barrier installations, etc.)</li> </ul>			
<ul style="list-style-type: none"> <li>Check that hand sanitizer stations at the entrances and exits of the building are full and functional. Contact Fix-it for repairs or re-filling (ext. 77301 or <a href="mailto:fixit@queensu.ca">fixit@queensu.ca</a>)</li> </ul>			
<ul style="list-style-type: none"> <li>Ensure Building Access and Symptom Monitoring <a href="#">posters</a> are posted on entrances to the building.</li> </ul>			
<ul style="list-style-type: none"> <li>Ensure the <a href="#">entrance requirement</a> sign is posted on all washroom doors and the hand washing posters (<a href="#">towel</a> or <a href="#">air dry</a>) are posted inside all washrooms.</li> </ul>			
<ul style="list-style-type: none"> <li>Ensure the washrooms have been stocked with soap and paper towel and that the hand dryers are functional. Contact fix-it for suppliers or repairs (ext. 77301 or <a href="mailto:fixit@queensu.ca">fixit@queensu.ca</a>)</li> </ul>			
<ul style="list-style-type: none"> <li>Post the appropriate COVID-19-related signage in the building and departments where applicable. Appropriate <a href="#">signage and posters</a> are available along with suggestions for the appropriate location.</li> </ul>			
<ul style="list-style-type: none"> <li>Adjust the access control system (if applicable) to allow access based on the gradual re-occupation of the space</li> </ul>			
<ul style="list-style-type: none"> <li>Ensure supplies and procedures are available for disinfection of high-touch surfaces not covered by the <a href="#">PPS cleaning protocol</a>.</li> </ul>			
<ul style="list-style-type: none"> <li>Ensure hallways, stairwells, and all routes of egress are unobstructed, and no materials are stored that could block exit routes.</li> </ul>			
<ul style="list-style-type: none"> <li>Ensure fire extinguishers are fully charged and there is no obvious physical damage.</li> </ul>			
<ul style="list-style-type: none"> <li>Open taps used for drinking water in kitchen/break rooms, etc. for 5 minutes to flush stagnant water in buildings that have not been used for extended periods of time.</li> </ul>			
<ul style="list-style-type: none"> <li>Ensure first-aid kits are well stocked and items are not expired.</li> </ul>			
<ul style="list-style-type: none"> <li>Contact PPS Fixit if elevator certification is out of date. (ext. 77301 or <a href="mailto:fixit@queensu.ca">fixit@queensu.ca</a>)</li> </ul>			
<ul style="list-style-type: none"> <li>Inspect heat ventilation and lighting and contact PPS Fixit for any repair necessary. (ext. 77301 or <a href="mailto:fixit@queensu.ca">fixit@queensu.ca</a>)</li> </ul>			

This checklist is for your own reference and does not need to be submitted to the University.