

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

DEDICATION TO CLIENT SERVICE

We anticipate further announcements and guidance from government authorities to safety protocol changes due to COVID-19, and we have prepared a checklist to help you navigate through opening your business to your staff and the public. As the situation continues to evolve, please reach out to your Gillons advisor at any point with your questions or concerns.

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

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PHYSICAL OFFICE

Office sanitation plan

Review stock of sanitation supplies

Signage for internal and external visitors so rules are clear

Social distancing markings

Check office ventilation systems and filters

Entrance and Exits: Open, closed, locked (with appropriate emergency exit enabled), other needs

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PHYSICAL OFFICE

Bathrooms stocked for sanitation and signage for handwashing guidelines

Breakrooms

Chairs removed

Signs posted for maximum occupancy for social distancing requirements

Review rules for food, coffee, tea service storage and preparation

Review rules for cleaning of dishes, utensils, equipment, microwaves, coffee makers, water service, dishwashers, sinks, counters, etc.

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PHYSICAL OFFICE

Cubicle and office workspace
cleaning requirements

Common area cleaning and
social distancing
requirements

Printer/copier/office
machines cleaning plan

Touch screen / keyboards /
mice / pads / desk phones
etc. cleaning plan and
requirements

Minimize sharing of
equipment policy with
cleaning of surfaces
requirement before and after
use