BuyBoard®
PURCHASING COOPERATIVE

How can K-12, institutions of higher learning, and municipal and county entities successfully prepare to reopen? How can entities make sure they are prepared to receive students, employees, and the public, while practicing the current social distancing guidelines?

Complete this checklist of established principles to help students and employees navigate a return to schools and workplaces:

PREPARE THE BUILDING

Cleaning plans, pre-return inspections, HVAC & mechanicals checks

- ❏ Ensure safety of all employees, students and the community
- ❏ Ready Mechanical, HVAC, Fire/ Life Safety systems
- ❏ Clean with products from approved lists from governing authorities
- ❏ Ensure compliance with established requirements policies
- ❏ Engage vendors in back-to-work plan
- ❏ Review and prepare plans regarding changes to cleaning scope or any additional services
- ❏ Ensure all inspections, remediations, repairs and communications are complete before reopening

PREPARE YOUR STAFF

Policies for deciding who returns and when, employee communications

- ❏ Mitigate anxiety of returning to the workplace through change management planning and communications
- ❏ Consider why people can benefit from returning to work
  - ❏ Productivity from proximity to colleagues; socialization; amenities; and work tools & resources
- ❏ Consider why people can benefit from continued teleworking
  - ❏ Health and family priorities; reduced commute time; technology enables teleworking without loss of productivity
- ❏ Develop and execute detailed plan on how to return to work
- ❏ Advise on alternate means of "safe commuting
- ❏ Prepare and post reminders of social distancing and cleaning protocols

CONTROL ACCESS TO BUILDINGS

Protocols for safety and health checks, building reception, shipping/receiving, elevators, visitor policies

- ❏ Control the entry points including deliveries
- ❏ Reconfigure gathering and lobby areas for social distancing
- ❏ Install plexiglass shields as appropriate
- ❏ Clearly communicate building protocols through signage and floor markings
- ❏ Consider temperature screening
- ❏ Provide sanitizer, wipes, PPE as appropriate
- ❏ Disable touchscreens

6ft

CREATING A SOCIAL DISTANCING PLAN

Decreasing density, schedule management, office traffic pattern

- ❏ Consider phasing based on roles and priorities, including temp workers if needed
  - ❏ Altering work weeks in the office and teleworking
  - ❏ Staggered arrival/departure times
  - ❏ Enable teams to negotiate their own 'in-office' schedules
- ❏ Introduce planning to support social distancing/ 6 Feet Office Protocols
- ❏ Monitor space usage
- ❏ Specify seating assignments for employees to ensure staff adheres to minimum work distances
- ❏ Redesign spaces, alternate desk/chair use, etc., for social distancing
- ❏ Add panels between desks including height adjustable panels for sit/stand desks
- ❏ Enforce stringent cleaning protocols for shared spaces (kitchens, copy rooms, etc.)
- ❏ Reduce capacity of spaces—e.g., remove some chairs from large conference rooms
- ❏ Prohibit shared use of small rooms and convert them to single-occupant use only

  Designate and signpost the direction of foot-traffic in main circulation paths

REDUCE TOUCH POINTS AND INCREASE CLEANING

Touchless ingress/egress, clean desk policy, food plan, cleaning common

- ❏ Maintain enhanced cleaning and disinfecting practices.
- ❏ Supply disinfectants near or on each desk or work area, particularly those that are shared
- ❏ Remove food/beverages – consider restocking with single-serving items
- ❏ Enable DIY cleaning through hand sanitizer, disinfectant wipes, and other such products
- ❏ Sanitize all workspace areas, including office, conference room, breakroom, cafeteria, restroom, and other areas prior to opening. Ensure appliances/equipment are in working order
- ❏ Limit in person meetings
- ❏ Consider low-touch or no-touch switches, doors, drawers and other fittings
- ❏ Remove high-touch shared tools such as whiteboard markers, remote controls, etc.
- ❏ Institute a clean desk policy
- ❏ Create secured, designated storage areas for personal items
- ❏ Designate a specific enclosed room to isolate any person identifying themselves with symptoms

COMMUNICATE FOR CONFIDENCE

Recognize the fear in returning, communicate transparently, listen/survey regularly

- ❏ Ensure leadership alignment on re-entry
- ❏ Establish two-way communication
- ❏ Ensure a trusting and transparent culture
- ❏ Clearly set employee expectations, with an emphasis on making them feel secure
  - ❏ Return to work/teleworking policies and incentives
  - ❏ Guest and visitor policies
  - ❏ Employee travel policies
  - ❏ HR policies regarding illness, support for caregivers, etc.

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The following BuyBoard contracts are available to aid your organization in making reentry simpler.

- Athletic, PE, and Gymnasium Supplies/Equipment
- Audiovisual Supplies/Equipment
- Building Maintenance, Repair, and Operations Supplies/Equipment
- Bus/Car Wash Equipment/Supplies
- Classroom Supplies and Equipment
- Custodial, Facility Maintenance, and Lawn Care–Out Source Services
- Custodial Supplies/Equipment
- Fire and Security Systems and Monitoring
- Fire Fighting Supplies, Equipment, and Vehicles
- First Aid and Athletic Training Supplies/Equipment
- Food Services Supplies/Equipment
- Furniture–Church, Courtroom, Dormitory, Library, Office, School, and Science

- Grounds Maintenance Supplies/Equipment
- HVAC Supplies/Equipment
- Instructional Materials/Curriculum
- Irrigation Supplies/Equipment
- Law Enforcement Body Camera Equipment
- Library Books/Supplies/Equipment
- Mobile Command/Emergency Management Vehicles
- Modular Buildings/Permanent Modular Buildings
- Moving Services and Supplies including Portable Storage Units
- Musical Instrument Supplies/Equipment including Repair Services
- Office Supplies/Equipment
- Paper and Toner–Office and Copier
- Pest Control Management Services
- Public Safety Supplies/Equipment

- Radio, Communications, and Surveillance Supplies/Equipment
- Refuse Containers–Commercial and Residential
- School Buses and Parts
- Sports Surfaces–Outdoor/Turf-Testing Services
- Stage and Theater Supplies/Equipment, Lighting, and Sound Systems
- Swimming Pool Chemicals/Equipment
- Technology Equipment/Software/Supplies
- Trade Services and Labor for Electrical, HVAC, and Plumbing Repair
- Trailers
- Uniforms–Athletic, Band, Dance, Student, Work, including Rental Program
- Vehicles–Cars, Trucks, Vans, and Truck Bodies
- Voice Broadcast Communication Systems