RECOVERY STAGE II - DEPARTMENT CHECKLIST

COVID-19 PREVENTION MEASURES

This Stage II checklist will aid departments in our efforts to maintain a safe and healthy workforce and help prevent the spread of COVID-19 in our work areas and our community.
"We're All in This Together"

Social Distancing
For everyone's safety, it's critical to maintain the required social distance to help minimize risk of exposure. The minimum requirement for social distancing is six (6') feet.

General Office Workstations

☐ Minimize in-person contact whenever possible by teleworking, hosting virtual meetings (e.g. Microsoft Teams), working rotating schedules, staggered schedules, or other flexible schedules.

☐ Employees must wear facemasks (cloth or other styles) any time there is a reasonable expectation they will encounter others – walking around the office, while in personal work areas with other people present, in common areas of facilities whether other people are present or not, and anytime social distancing measures may be difficult to maintain. Your logistics point of contact should ensure sufficient facemasks are available for your department.

☐ We are mandating visitors wear facemasks (not enforced) when entering city facilities (note: not Boise Airport facilities). Develop a protocol for providing facemasks at your facility. CE is developing signage templates. Your logistics point of contact should ensure sufficient facemasks.

☐ Primary workstation areas where staff spends the majority of their time should be at least 6' apart. Where existing workstation layouts are less than 6', consider the following alternatives:
  • Scheduled shifts and/or teleworking so that adjacent staff are not working at the same time. For example, teams in tight quarters might alternate weeks teleworking to avoid staff working within 6' of each other.
  • Temporarily relocating staff to unused areas such as closed conference rooms to provide more spacing. Contact your facility manager and IT to discuss potential solutions.
  • Alternative workstation layouts will generally not be practical but may be possible in some situations. Contact your facility manager to discuss potential solutions. Remember to coordinate any moves with IT.

High Contact Work Areas (e.g. customer service areas, specific field operations)

☐ Utilize "by appointment" scheduling when possible.
☐ Limit customer face-to-face interactions, where possible.
☐ Install shielding (sneeze guards) to add protection between customers and employees, where feasible.
☐ Where possible, rearrange office lay-outs, workstations, and employee positioning to meet social distancing. This can include markings on the floor and removal or rearrangement of furniture.
☐ Employees should practice good hand hygiene immediately after handling in-person payment transactions and other paperwork.

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Common Areas (e.g. break rooms, kitchens, conference rooms)

☐ Virtual meetings are preferred. Where necessary, conference rooms can be used for meetings when fewer than 10 are present, if social distancing is maintained. Larger conference rooms than usual will be needed to maintain social distancing.

☐ Break rooms are closed.

☐ Kitchens must be used by one employee at a time, or if large enough, employees must maintain social distance requirements when accessing kitchen areas. Kitchen users must clean and disinfect each touchpoint after use.

☐ Vending machines are temporarily closed.

☐ Use of shared coffee service is temporarily discontinued.

☐ Communicate that sharing of food (e.g. potlucks, use of manual drip coffee pots for large groups, etc.) is temporarily discontinued.

☐ Limit sharing of common touchpoints where possible (e.g. equipment, surfaces, etc.)

Communication and Signage
It is important to communicate required safety measures to all employees and customers. CE has developed several signs and infographics for your use. BoiseHome will have printable sign templates. Guide employees to BoiseHome for COVID-19 related safety information and policies.

☐ Post self-check signage on public entrance doors encouraging employees and customers to not enter the facility if they are feeling ill.

☐ Post self-check signage on all employee-only entrance doors encouraging employees to not enter the facility if they are feeling ill.

☐ In designated facilities, designate temperature checking areas with proper signage and markings. This signage should also recommend practicing social distance of six (6') feet while waiting in line.

☐ Post signs/floor markings advising of the six-foot requirements in line-forming areas.

☐ Post signs/infographics and other COVID-19 prevention measures throughout the work area and facility.

☐ Place personal hygiene tips throughout the facility, especially in areas of high contact (e.g. bathrooms/breakrooms).

☐ No non-essential work travel is allowed.

☐ Interns must work remotely.

☐ Volunteers are not working.

Transportation

☐ Limit city vehicles to use by driver only. If this is not possible, both vehicle occupants must wear a facemask with the passenger sitting in the back seat.

☐ Wipe down with disinfectant high touch areas in the vehicle (e.g. steering wheel, console, door handles) after each use.

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Hygiene and Sanitation
The regular washing of our hands and the cleaning/disinfection of our work areas promotes a safe and healthy work area.

☐ Provide adequate amounts of soap and water, hand sanitizer, facemasks, and cleaning/disinfecting products for employee use.

☐ Increase cleaning and sanitation for city facilities.

☐ Designate personnel who will frequently inspect and maintain soap and paper towel supplies.

☐ Remind employees to be an example of frequently washing hands (soap and water/20 seconds) or using an alcohol based (60-95% alcohol) hand sanitizer.

☐ Remind employees to frequently clean/disinfect their personal workspace and any workspaces and equipment they share with others.

☐ Assign employees to clean/disinfect high-touch areas in their general work area (e.g. customer kiosks, elevator buttons, kitchen areas, conference rooms and breakrooms).

☐ Ensure customer facing employees understand they are expected to clean customer touchpoints after each customer interaction (e.g. customer service counters, payment equipment, pens, chairs, etc.)

☐ Computer Equipment
  - For screens use only screen wipes designed for that purpose. Screen wipes do not contain enough alcohol to disinfect, so touch screen devices should not be shared. If touch screen devices are part of a business process (ie: kiosks) which cannot be changed, provide hand sanitizer for customers using the device.
  - For non-screen technology devices (keyboards, mice etc.) use disinfecting wipes or disinfectant sprayed onto a paper towel to gently wipe down the device. Use care not to get liquid into the components and do not spray disinfectant directly onto the device.

☐ Ensure deep-cleaning and disinfection protocols are being followed when an employee is identified as being COVID-19 positive by testing or has symptoms of COVID-19.

Employee Safety and Health
Our employees' safety and health are of utmost importance.

☐ Employees are completing health screening self-checks prior to entering the facility.
People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: Cough, Shortness of breath or difficulty breathing, Fever, Chills, Muscle pain, Sore throat, New loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. If employees are experiencing symptoms in the last 24 hours, they do not enter facility and inform their supervisor.

☐ In designated facilities, department supervision or designee(s) are completing mandatory health screenings.

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☐ Employees exhibiting COVID-19 symptoms are asked to go home and seek medical attention. If they need to wait for a ride, they can wait in an isolation room or outside if the weather is favorable.

☐ Supervisor completes COVID-19 employee case form for employees that meet the reporting criteria.

☐ Employees who are at increased risk for complications from COVID-19 due to serious chronic health conditions or age, and who believe returning to work would make them more susceptible to contracting COVID-19, are asked to complete the secure Voluntary Declaration form on the city's COVID-19 page on BoiseHome.

☐ Employees must follow the travel and contact with traveler restrictions outlined in the COVID-19 Workplace Modification Regulation on BoiseHome.

☐ Public exhibiting COVID-19 symptoms are asked to interact with us digitally or over the phone.

Training
Training is important to help employees maintain a high level of safety awareness. Training information is posted throughout the facility, posted on BoiseHome on the COVID-19 page, available as self-assign in iLearn, and through Risk and Safety Services.

☐ Train employees on the COVID-19 concerns and prevention measures to avoid transmission of COVID-19.

☐ Train employees on proper use and limitations of facemasks.

☐ Train employees on proper use and limitations of required PPE.

☐ Train employees on proper use and hazards of chemicals (hand sanitizer and cleaning products).

☐ Train employees on relevant city COVID-19 protocols.

Cleaning and Sanitation Supplies
Each department should ensure their staff has cleaning supplies and are trained on their use.

☐ Hand Sanitizer pumps/sprays

☐ Disinfectant spray bottles (labeled)

☐ Paper towels

☐ Disinfectant wipes (if available)

☐ Computer screen wipes and other technology cleaning supplies (specified for technology being cleaned)

☐ Nitrile gloves

☐ Eye protection

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- ☐ COVID-19 Workplace Modification Regulation on BoiseHome
- ☐ COVID-19 Safety Playbook on BoiseHome
- ☐ Department management
- ☐ Department logistics contact or CAO
- ☐ Facility Services/Maintenance Team for your facility
- ☐ Risk and Safety Services
- ☐ Department CE Lead
- ☐ Citywide Logistics coordinator (Rob Bousfield)
- ☐ Human Resources
- ☐ Centers for Disease Control
- ☐ Central District Health
- ☐ Coronavirus Idaho.gov
- ☐ Reopening Framework: City Services Document
- ☐ iLearn COVID-19 related training (several courses are available for self-assign)