

**COVID-19 Reopening Tribal Offices & Administrative Operations Checklist**

This checklist is designed to assist inspectors or managers with routine monitoring of conditions within the facility and evaluating the efficiency of COVID-19 prevention and safety policies and protocols. Use this checklist in conjunction with the NPAIHB “Facility Reopening Environmental Public Health Risk Analysis Tool” and the “COVID-19 Reopening Tribal Offices & Administrative Operations Specific Considerations”. This checklist can be used as a self-assessment or in partnership with your local environmental health specialist as part of your routine monitoring and evaluation procedure to assess the facility COVID-19 mitigation measures based on local developments, new knowledge, and observed or emerging issues or considerations.

<b>Health &amp; Safety</b>			
Have you Identified gating criteria and established metrics and benchmarks to determine when and how to expand functions and adjust restrictions and mitigation measures? (see NPAIHB Gating Criteria Considerations)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are staff and visitors being screened efficiently and consistently upon entering the establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Did you replace the HVAC filter to MERV-13 or the highest level achievable and/or routinely increase outdoor air ventilation as much as possible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Did you develop and implement a protocol for responding to staff or visitors with a suspected or confirmed COVID-19 infection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have a policy to isolate symptomatic and confirmed COVID-19 employees and patrons from premises for 14 days, or until they provide a negative test result?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you made accommodations for high-risk staff or those with who live with high-risk persons, like offering N95 masks or offering work off the floor to minimize contact with visitor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have flexible leave policies to encourage staff to stay home if sick?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you cancelled and/or postponed all nonessential travel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have a policy and procedures in place for staff conducting essential travel to/from an area where COVID-19 transmission occurred recently or areas with high incidence rate? For example: requiring workers to monitor themselves daily and if symptoms present, quarantine themselves for 14 days.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you able to consistently and effectively enforce, as necessary, health and safety policy violations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Risk Communication &amp; Training</b>			
Are signs posted on how to stop the spread of COVID-19 and promote everyday protective measures like hand washing, physical distancing or wearing face masks and to discourage sick visitors from entering the premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Has staff received initial and ongoing training on the COVID-19 prevention policies and protocols as well as ways to protect themselves?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Has staff received initial and ongoing training on cleaning, sanitizing and disinfection policies, protocols and safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Are new, pertinent messages being conveyed routinely and systematically (message boards, digital messaging, phone tree)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is staff trained on how to properly wear masks and gloves, including proper fit, cleaning and changing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Physical Distancing</b>			
Are you encouraging employees who are able and willing to telework to do so?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you limiting the number of visitors allowed at one time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you managed the flow of employees and visitors and reduced congestion by limiting the number of doors in use and/or designating some doors for entrance and exit only?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is physical distancing maintained in all waiting and congregating areas like hallways, entrances, water refill and eating areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you staggered workstations and/or schedules?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you limiting the number of employees in break rooms or staff communal areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you using communication boards or digital messaging to convey important staff-wide information like changes to procedures or local developments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are all meetings being held virtually? If meetings are still occurring in person are you able to enforce physical distancing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have you reconfigured floor layout to facilitate physical distancing? This may include relocating desks so that chairs are at least 6 feet apart	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have physical barriers such as Plexiglas been installed between places where visitors and staff interface (like front desks)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you limiting table sizes to members of a single household or 5 persons or less?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you limiting the length of time a visitor or party can remain in the facility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Did you reconfigure smoking areas to ensure and enforce physical distancing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Personal Hygiene</b>			
Are staff required to wear masks when not able to maintain 6' of distance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are visitors encouraged or required to wear masks?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are hand sanitizer stations available and routinely stocked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are extra napkins and tissues stocked and available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are staff wearing gloves as necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

<b>Cleaning, Sanitizing &amp; Disinfecting</b>			
Are all high traffic areas and frequent contact surfaces routinely and consistently cleaned and sanitized?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are all keyboards and other shared equipment cleaned and sanitized between users?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there procedures in place on where and how staff may store, prepare and eat lunches? Are any surfaces touched in the process cleaned and sanitized between users?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have all cleaning agents been reviewed to ensure they meet EPA guidelines and approved for use and are effective against COVID-19 and other viruses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have working ADA automatic door openers or similar devices in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Monitoring &amp; Evaluation</b>			
Are you routinely evaluating and monitoring to assess progress and address any concerns or challenges?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are you routinely updating and adjusting your policies and protocols to reflect observed or emerging areas of concerns OR changing local conditions and considerations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>