

## COVID-19 Adapted<sup>1</sup> Facilities Planning

Don't wait until an employee or youth is exposed to or tests positive for the COVID-19 virus. Create a facilities plan that will help keep everyone as safe as possible. You may have a variety of facilities to consider – including office space, a school, and/or residential facilities – which complicates your risk mitigation efforts.

Here are some questions to consider as you develop and continuously review and update your facilities plan:

- Location and number of hand sanitizing and hand washing stations?
- Can we contract for third-party on-call and regular deep cleaning services?
- What kind of building ventilation do we have? Can we create more ventilation?
- Can we use UV lights, electrostatic disinfectant sprayers, or other specialized infection prevention and control tools?
- Do we have Safety Data Sheets for all the cleaning chemicals we are using?
- What cleaning chemicals should we use?
- Can we control personnel and youth access in some parts of the facility?
- What are the best methods to clean surfaces in our facility?
- What surfaces should we clean and how often should we clean them?
- Who will do the cleaning?
- What PPE is needed for people doing the cleaning? How often should PPE be cleaned or disposed of?
- Have we properly trained the cleaning personnel?
- What can we do to increase distances between individuals and cohorts?
- What is the protocol for when an employee or youth is exposed to or tests positive for the illness?
- How can we schedule breaks and activities to minimize contact between individuals in lunchrooms, breakrooms, and other shared spaces?
- How do we create a visitor policy to ensure we are not allowing a visitor in who may create a risk to our staff and residents?

You may want to create a hazard risk assessment in order to determine the frequency of cleaning.<sup>2</sup> Here is an example of how you might set one up (NOTE: this is an example and you should determine the risks for your specific facility and how often surfaces should be cleaned).

Frequency of Contact	Surface Type	Cleaning Frequency
HIGH	Doorknobs to entrances and restrooms	Every 2 hours
HIGH	All restroom fixtures and stalls	Every 2 hours
HIGH	Elevator buttons, stair railings	Every 2 hours
HIGH	Shared workstations, reception area	Every 2 hours
MEDIUM	Cafeteria/breakroom tables & appliances	After each break/meal
MEDIUM	Classrooms, conference rooms	After each class/meeting
MEDIUM	Vans, transport vehicles	After each use
MEDIUM	Shared play equipment (e.g. balls, board games)	After each use
LOW	Doorknobs to individual offices	Daily
LOW	Individual computers, phones, keyboards, cell phones	Daily

<sup>1</sup> Adapted from IMED facilities checklist created for the manufacturing sector. <http://blog.imec.org/covid-19-risk-mitigation-checklist>

<sup>2</sup> Follow CDC or other national guidance regarding cleaning and disinfecting. <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>