**Facility COVID-19 Preparedness Building Checklist**

Building Name:

Facility Director/Manager:

Date Completed:

In order to safely assure your building is ready for operations during your designated wave, please complete the checklist below and return this document to UMOR (nsitek@umich.edu) Buildings operations will be given a green light after a completed checklist is on file with UMOR.

* Laboratory safety plans have been verified and approved for the researchers returning to work.
* Training modules for all lab personnel returning to work have been completed.
* MCARD Access is in place for lab personnel and critical/essential employees approved to return to work in this building. Access has been removed for all others not approved to return to work.
* Single entry point has been secured and your facilities staff and DPSS are ready to start
* Researchers returning to work have been notified of dedicated entry point and what time to enter
* Proper signage has been posted in research labs and common spaces.
* Common spaces have been modified or closed.
* Proper PPE is available for all personnel has been received from central procurement and has been distributed to the building.
* Cleaning solutions/hand sanitizer or hand washing stations are available to all personnel in all labs.
* Sufficient custodial staff has been confirmed with your buildings facilities team.