

# FACILITY CHECKLIST

Please use this checklist to make sure that your MCPS facility is ready for staff to return to work.  
If you have any questions, please contact your supervisor.

ACTIONS	DONE	N/A
Designate separate entry and exit points to the building.	<input type="checkbox"/>	<input type="checkbox"/>
Post signs informing of any site-specific directional flow of traffic in hallways.	<input type="checkbox"/>	<input type="checkbox"/>
Post signs on the exterior doors of elevators informing of the maximum number of people allowed. In most cases, a maximum of one person will be allowed.	<input type="checkbox"/>	<input type="checkbox"/>
If there are two or more stairways in the building, designate one stairway for people to use when going up, and another for use when coming down only.	<input type="checkbox"/>	<input type="checkbox"/>
Post signs on the doors to the stairways at every floor indicating the one-way directional flow of the traffic.	<input type="checkbox"/>	<input type="checkbox"/>
Place a physical barrier to allow for 6 feet of distance between visitors and staff who need to attend to the visitors.	<input type="checkbox"/>	<input type="checkbox"/>
When it is not possible to create physical barriers that allow for physical distancing, use signs or other visual cues, such as decals or colored tape marks on the floor placed 6 feet apart, to indicate where people should stand.	<input type="checkbox"/>	<input type="checkbox"/>
Close or limit access to common areas where employees are likely to congregate and interact.	<input type="checkbox"/>	<input type="checkbox"/>
Block off individual stalls in the restrooms to maintain 6 feet distance between stalls.	<input type="checkbox"/>	<input type="checkbox"/>
Block off urinals in the men's restrooms to maintain 6 feet distance between urinals.	<input type="checkbox"/>	<input type="checkbox"/>
Post signs on the doors and inside conference rooms indicating the maximum number of persons allowed in the room. As a general rule, maintain 100 square feet of space per occupant in conference rooms/meeting rooms. Large conference rooms may be used for up to 10 people as long as 6 feet of physical distancing can be maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Minimize the use of shared appliances like coffee/beverage stations, microwaves, and refrigerators. Do not share kitchen utensils or drinkware.	<input type="checkbox"/>	<input type="checkbox"/>
If possible, provide bottled drinking water for staff and visitors.	<input type="checkbox"/>	<input type="checkbox"/>

NAME OF FACILITY (PLEASE PRINT)

FAC. #

NAME OF PERSON COMPLETING CHECKLIST (PLEASE PRINT)

DATE