



Buildings Reopening Checklist

These materials are provided for general information purposes only and do not replace each user's responsibility to assess the operational, legal and other requirements applicable to each facility.



Safe buildings, healthy people

This checklist is a guide to help you prepare for reopening buildings and ensure a working environment which is safe. Cleaning and disinfection are essential building blocks to infection prevention and outbreak control. In all areas that you clean, sanitize, or disinfect follow standard operating procedures, using recommended products only.

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The right products / tools

Ensure you have the right products and tools in stock

- If not yet available, create an inventory list of products and tools needed as well as the quantity required to cover at least 2-4 week period (standard), 6-8 weeks during an outbreak
- Check product expiry dates, if expired, dispose of properly
- Check your current stock versus your inventory list
- Re-order to ensure enough stock of necessary supplies, as per inventory list

Cleaning products:

- Disinfectant cleaner
- Disinfectant wipes
- Hand hygiene products (soap/sanitizer)
- Floor cleaner
- Glass and window cleaner
- Carpet spotters and extraction cleaner
- Toilet bowl / urinal cleaner
- Multi-purpose cleaners / degreasers
- Kitchen degreaser / oven & grill cleaner
- Automatic dishwashing products (including descaler)
- Specialty products (ex: mold remover, freezer cleaner, gum remover, drain cleaner, etc.)

Cleaning tools:

- Microfiber cloths
- Work rags
- Paper towels
- Brushes
- Mops
- Brooms
- Trigger bottles

PPE:

- Disposable gloves
- Safety glasses/goggles
- Masks
- Gowns

Other:

- Test strips
- Trash bags
- Body spillage kit

Tips:

- Ensure you use the right product for the job
- Ensure you are following disinfecting guidelines and using registered products
- Make sure to follow label instructions for proper dilution and contact times.
- Always ensure that detergents/ disinfectants are rinsed off food contact surfaces
- Clean frequently, as per your standard operating practices
- Frequently clean and disinfect high touch surfaces

Safe storage

- Store chemicals in dedicated cabinet
- Storage area should be clean, climate controlled (where applicable) or ventilated, well lit, and secure
- Keep the refillable trigger bottles clean and properly labeled
- Ensure chemical solutions are fresh; check with proper test strips, if applicable
- Keep chemicals in original, properly labeled, and closed containers
- Keep chemicals away from extreme temperatures
- Full guidance on handling and disposal of Diversey products are provided in the product's safety data sheet (SDS) located at sds.diversey.com



Hand hygiene

- Ensure that hand wash sinks are:
 - ✓ Accessible
 - ✓ Operational
 - ✓ In adequate numbers
 - ✓ Clearly designated for hand washing only
 - ✓ Fully stocked with soap and disposable towels
- Place sufficient hand sanitizer stations near:
 - ✓ Restrooms
 - ✓ Cafeterias and hallways
 - ✓ Critical spots in food preparation areas
 - ✓ Entryways
- Ensure that hand washing water temperature is appropriate (refer to local guideline):
- Post signs encouraging good hand hygiene practices:
 - ✓ Above sinks
 - ✓ In restrooms

Hands are the main pathways of germ transmission; therefore, regular hand washing with liquid soap is one of the most vital things you can do to help prevent and control the spread of pathogens.

Promotion and encouragement of hand washing is key; encourage frequent and thorough washing (at least 20 seconds), paying particular attention to removing soil from underneath fingernails, back of hands and in between fingers.

Chemical dispensers

- Ensure chemical dispensers are stocked and properly working

Outbreak preparedness

- Be sure to have the right products, procedures, and communication plans in place in case of localized incidents and outbreaks



Prepare the kitchen / cafeteria / break room / beverage bar

- All faucets and supply lines to appliances should be run for five minutes to flush stagnant water and ensure all drains are free flowing
- Inspect facility for presence of pests; check behind appliances, refuse areas, food storage and at common entry points; if presence is found, contact your service provider
- Clean and sanitize coolers and freezers; check the temperature; perishable items that may have expired should be discarded
- Clean and sanitize ice machines/bins
- Check that all equipment is clean and in proper working order
- Clean all beverage machines, feed-line included, following the manufacturer's instructions or contact your supplier for beverage line maintenance and cleaning
- Clean drains and service grease traps
- Check for odors and eliminate using appropriate products
- Ensure all food contact surfaces, such as prep tables and cutting boards are thoroughly cleaned and sanitized before preparing food
- Re-clean cutlery, plateware, glasses, pots, and pans
- Clean and sanitize condiment dispensers
- Descal dishwasher and steamers
- Clean and sanitize all the waste bins
- Clean and disinfect table tops, chairs and other high touch surfaces; clean the floor
- Check condition and expiration dates on food still at premises and dispose of anything that has expired, or appears to have thawed or been above normal storage temperatures

Prepare the automatic dishwasher

- Ensure all touch points including buttons, switches and handles are disinfected regularly
- Thoroughly clean and descale the machine before use
- Ensure staff are correctly trained on the use of the dishwasher
- Ensure detergent and rinse aid are connected and dosed
- Always wear appropriate PPE when changing chemical
- Always ensure the scrap trays are kept clean and change the wash water regularly
- Ensure all curtains (if applicable) and spray arms are in place and functioning properly
- Ensure correct washing temperature 140°-145° F / keep monitoring
- Ensure correct rinse temperature above 180° F / keep monitoring
- After emptying and cleaning dishwasher, ensure the doors are left open to prevent bacteria growth

Generic principles of cleaning:

- Wear gloves when pre-rinsing and loading the dishwasher
- Ensure wares are stacked in the correct manner
- Always allow full cycle to complete
- Always wash hands with soap thoroughly before unloading the dishwasher
- Allow time for air drying before stacking
- Store and transport clean ware in closed containers, if possible



Prepare entryways / reception / lobby

- Provide hand sanitizer stations near entryways, reception areas and in lobbies
- Add signage to communicate hygiene practices and newly implemented protocols
- Empty trash and recyclables; clean and disinfect all receptacles in and around these areas
- Clean all glass
- Dust mop and damp mop hard surface floor treads and landings, if applicable
- Vacuum carpet, if applicable
- Vacuum/clean entryway mats
- Clean and disinfect high touch surfaces, including but not limited to:
 - ✓ All handles and push plates
 - ✓ All dispensers
 - ✓ Switches
 - ✓ Chairs and table tops
 - ✓ Telephones, computers, electronics (as approved)
 - ✓ Hand rails
 - ✓ Waste and recycle bins
 - ✓ Water fountain
 - ✓ Vending machines
 - ✓ Cash register and credit card machines (as approved)
 - ✓ Additional hand contact areas

Prepare staircases / escalators / elevators

- Provide hand sanitizer stations near top of stairs, escalators and in front of elevators
- Add signage in elevator lobbies to communicate hygiene practices and newly implemented protocols
- Empty trash and recyclables; clean and disinfect all receptacles in and around these areas
- Clean all glass
- Dust mop and damp mop hard surface floor treads and landings, if applicable
- Vacuum carpet, if applicable
- Clean and disinfect high touch surfaces, including but not limited to:
 - ✓ Interior elevator walls, hand rails, buttons
 - ✓ Staircase and escalator hand rails
 - ✓ Waste and recycle bins near staircases, escalators and elevators
 - ✓ Water fountains near staircases, escalators and elevators
 - ✓ Additional hand contact areas



Prepare office / administration areas

- Provide hand sanitizer stations
- High dust, as needed
- Communicate hygiene practices and newly implemented protocols for these areas
- Clean and disinfect high touch surfaces, including but not limited to:
 - ✓ All handles and push plates
 - ✓ Desks / Table tops / Chairs
 - ✓ Switches
 - ✓ Telephones, computers, electronics (as approved)
 - ✓ Waste and recycle bins
 - ✓ Water fountains (nozzles and taps should be cleaned with a food-safe cleaner disinfectant)
 - ✓ Additional hand contact areas

Generic principles of cleaning:

- Clean from high to low
- Start from the furthest point of the room and work backwards toward the door
- Clean from dry to wet
- Maintain a constant flow such as working in a clockwise direction around the room so that no areas are missed

Prepare training & conference rooms / multi-purpose areas

- Provide hand sanitizer stations
- High dust, as needed
- Communicate hygiene practices and newly implemented protocols for these areas
- Empty trash and recyclables; clean and disinfect all receptacles
- Clean whiteboards (as approved)
- Clean windows and walls
- Dust mop and damp mop hard surface floors, if applicable
- Vacuum carpet, if applicable
- Clean and disinfect high touch surfaces, including but not limited to:
 - ✓ All handles and push plates
 - ✓ Desks / Table tops / Chairs
 - ✓ Metal surfaces
 - ✓ Sinks and taps, if present
 - ✓ Switches
 - ✓ Telephones, computers, electronics (as approved)
 - ✓ Waste and recycle bins
 - ✓ Additional hand contact areas



Prepare restrooms / locker rooms / changing rooms

- Provide hand sanitizer stations
- High dust, as needed
- Communicate hygiene practices and newly implemented protocols for these areas
- Empty trash and recyclables
- Clean mirrors
- Fill dispensers
- Clean bright work, such as faucets and pipes
- Clean walls / partitions
- Vacuum or sweep floor
- Dust mop and damp mop hard surface floors
- Clean and disinfect high touch surfaces, including but not limited to:
 - ✓ All dispensers
 - ✓ All handles and push plates
 - ✓ Benches
 - ✓ Lockers
 - ✓ Restroom sinks
 - ✓ Switches
 - ✓ Table tops / Chairs
 - ✓ Toilets (flush handle, seats, splash walls)
 - ✓ Waste and recycle bins
 - ✓ Additional hand contact areas



Prepare fitness areas / gyms / shower areas

- Fully clean gym showers – mold, scale and body fat can be harboring bacteria
- Dust mop and damp mop hard surface floors
- Clean wood floors according to manufacturer instructions
- Clean mirrors
- Empty trash and recyclables
- High dust, as needed
- Communicate hygiene practices and newly implemented protocols for these areas
- Fill dispensers, if present
- Clean and disinfect high touch surfaces, including but not limited to:
 - ✓ All dispensers
 - ✓ All handles and push plates
 - ✓ Benches
 - ✓ Handles and seats of machines
 - ✓ Shower heads and controls
 - ✓ Switches
 - ✓ Table tops / Chairs
 - ✓ Waste and recycle bins
 - ✓ Water fountain, if present
 - ✓ Additional hand contact areas



Prepare examination rooms

- Provide hand sanitizer stations
- Add signage to communicate hygiene practices and newly implemented protocols
- Empty trash and recyclables; clean and disinfect all receptacles in and around these areas
- Clean all glass
- Dust mop and damp mop hard surface floors
- Vacuum carpet, if applicable
- Clean and disinfect high touch surfaces, including but not limited to:
 - ✓ All handles and push plates
 - ✓ All dispensers
 - ✓ Switches
 - ✓ Taps and sinks (if present)
 - ✓ Metal surfaces
 - ✓ Chairs and table tops
 - ✓ Exam tables
 - ✓ Telephones, computers, electronics (as approved)
 - ✓ Controls (as approved)
 - ✓ Hand rails and furniture handles
 - ✓ Waste and recycle bins
 - ✓ Additional hand contact areas

Prepare exterior areas

- Check outside areas for pest control; contact service provider for remediation, as needed
- Empty, clean and disinfect exterior waste bins
- Clean and disinfect high touch surfaces, including but not limited to:
 - ✓ Hand contact areas
 - ✓ All door handles and push plates
 - ✓ Revolving door metal surfaces



General guidance for public areas

- Hygiene communication at reception and in public areas
- Hand sanitizers and hand soap to be available in all areas for employees and visitors
- Provide disinfectant wipes in workspaces where employees are responsible for interim cleaning; ensure employees are trained on how to properly use disinfectant wipes including any PPE needed.
- Clean and disinfect high touch surfaces, including but not limited to:
 - ✓ Consider all hand contact areas in your facility
 - ✓ Elevator buttons
 - ✓ Hand rails
 - ✓ Name plates
 - ✓ Swipe card machines
 - ✓ Turnstiles
 - ✓ Water fountains (nozzles and taps should be cleaned with a food-safe cleaner disinfectant)

Staff areas and equipment

Fully clean and disinfect staff areas and equipment first!

- Check all areas your staff may encounter
- Ensure hand sanitizers and hand soap are available for staff
- Provide disinfectant wipes in workspaces where employees are responsible for interim cleaning
- Clean and disinfect high touch surfaces, including but not limited to:
 - ✓ Staff break rooms / kitchenettes
 - ✓ Staff offices
 - ✓ Shelving, sinks and taps
 - ✓ Chemical dispensers
 - ✓ Machines and tools
 - ✓ Additional hand contact areas

Check all equipment and tools

- Change machine filters and bags
- Check batteries in machines; reorder batteries that are fully dead
- Check power cords for safety and ensure all equipment, including dispensers are in working order
- Check machine service contracts and update, as needed
- Order additional products for a more thorough clean than normal, such as disposable cloths, heavy duty mops, etc.

Staff and employee health

Health screening: Employees who have any of the below should be required to stay home until they are free of (signs of a) fever, and any other symptoms for at least 24 hours.

- Having symptoms of acute respiratory illness
- Vomiting
- Diarrhea
- Stomach cramps
- Nausea
- Fever

Train your staff with a focus on:

- Best personal hygiene practices
- Proper cleaning and disinfecting procedures
- Products being used safely and related potential hazards
- How to health-screen themselves prior to arriving at work

Social distancing tips:

- Keep minimum distance (6 ft) from other staff and students
- Determine clear pathways to move freely and safely within the premises
- Limit the number of people in certain areas

COVID-19 Guidance:

- If an employee tests positive for COVID-19, follow your local health authority's guidelines and requirement
- Employees who have a sick family member at home with COVID-19, should notify their supervisor
- Employers need to inform employees if another employee is confirmed to have COVID-19 infection (but maintain confidentiality as required by law)

Cleaning validation

Consider posting cleaning and disinfection notices on doors to validate cleaning days and times.

Completed Cleaning and Disinfection

Reception, Lobby

Key touch points disinfected

- All handles
- Handrails
- Staircases
- Elevators
- Restrooms
- Pushers
- Paper handouts
- Mailboxes
- Vending machines
- Copy/printers
- Shared equipment
- Shared workstations
- Shared work surfaces
- Shared workstations
- Shared work surfaces
- Shared workstations
- Shared work surfaces
- Shared workstations
- Shared work surfaces
- Shared workstations

Other Touch Points: _____

Dates completed:

Always wear appropriate personal protective equipment. Refer to product SDS for PPE requirements.

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Completed Cleaning and Disinfection

Auditorium, Meeting Room, Office, Library

Key touch points disinfected

- All handles
- Handrails
- Staircases
- Elevators
- Restrooms
- Pushers
- Paper handouts
- Mailboxes
- Vending machines
- Copy/printers
- Shared equipment
- Shared workstations
- Shared work surfaces
- Shared workstations
- Shared work surfaces
- Shared workstations
- Shared work surfaces
- Shared workstations
- Shared work surfaces
- Shared workstations

Other Touch Points: _____

Dates completed:

Always wear appropriate personal protective equipment. Refer to product SDS for PPE requirements.

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Completed Cleaning and Disinfection

Restroom

Key touch points disinfected


- All handles
- Handrails
- Staircases
- Elevators
- Restrooms
- Pushers
- Paper handouts
- Mailboxes
- Vending machines
- Copy/printers
- Shared equipment
- Shared workstations
- Shared work surfaces
- Shared workstations
- Shared work surfaces
- Shared workstations
- Shared work surfaces
- Shared workstations
- Shared work surfaces
- Shared workstations

Other Touch Points: _____

Dates completed:

Always wear appropriate personal protective equipment. Refer to product SDS for PPE requirements.

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Diversey is headquartered in Fort Mill, SC, USA. For more information, visit www.diversey.com or follow us on social media.



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