

COVID-19 PHASE 2 CHECKLIST



As Department Supervisors make departmental plans to return to campus per sections 3 and 6 of the BPCC Phase 2 plan, please provide the following information:

GENERAL INFORMATION

- Name of Faculty/Staff who will be returning
- Name of Supervisor
- What activity requires scheduled on-campus time?
- What is/are the building(s) and room number(s) that will be accessed?
- What is the schedule of access (include start and end dates, and start and end times)?
- Who is the point of contact?
- Cell phone number for the point of contact (include area code):
- If applicable, list of names of students who will be on-campus
- Have these returning individuals confirmed they are not in a vulnerable category or are not caring for someone in a vulnerable category?

CROSS-DEPARTMENTAL COORDINATION

- Is/are the location(s) requested for access shared with other people or departments?
- Will the individuals need the room(s) opened for them or do they have a key?
- How much time does the proposed plan allow for cleaning after a group has left a space and another group enters a space?

SAFETY COORDINATION

- Who is the named person who will be monitoring daily the use of PPE, maintaining social distancing, and ensuring implementation of protocols?
- Does the proposed plan abide by group size limitations?
- Has the plan made allowances for social distancing of at least 6 feet?
- What PPE will be needed for the return of these people?
- Who will contact physical plant about low PPE or cleaning supply inventory?

PROFESSIONAL DEVELOPMENT

- All employees must complete LCTCS COVID Training and it must be on file with HR before employees return to campus.
- All employees must complete BPCC Phase 2 Training and it must be on file with HR before employees return to campus.