**Workspace Controls Checklist**

In preparation for a phased reopening, supervisors and designated faculty/staff should evaluate and establish proper workspace social distancing controls in their respective areas. In all cases consider your internal and external customers as well as volume of foot traffic. Workspace controls should be regularly evaluated for effectiveness as more employees return to campus. **Use the checklist below to establish and evaluate workspace controls for your units.**

***Please note that if you need to order signage or other physical barriers as a result of your workspace analysis, it may require you to create temporary social distancing controls.***

**General Workspace Considerations**

**Seating:** Are workspace seats six feet apart or are individual offices available? If so, these spaces are OK.

**Workstations:** Can the workstations be effectively spread out, or can work schedules be modified such that employees are not present at the same time in order to achieve at least six-foot of separation? If so, these reworked spaces are OK.

**Common Areas:** Have common areas such as break rooms, lobbies, or meeting spaces been restricted or proper social distancing measures put in place (examples include removing or restricting chairs and/or spacing tables six feet apart)? If so, these reworked spaces are OK.

**Face-to-Face Considerations**

**Customer interface:** Does the interface with customers provide a six-foot separation? If so, these spaces are OK.

**Floor Signage:** Can a six-foot separation be created by signage on the floor? This can be temporarily accomplished with blue painter’s tape, until more long-term signage is available. To arrange for signage and installation, see below.

**Physical Barriers:** If floor signage will not provide a six-foot separation, can a physical barrier (table or stanchions) be placed between the customer and staff to create a six-foot separation? If so, these spaces are OK once the barriers have been installed. To order stanchions, see below.

**Clear Screens:** If physical barriers cannot be used, a clear screen may be necessary to separate the customer from employees. Clear screens are being installed in priority common areas. Supervisors should create a request by visiting fs.utk.edu or contact Facilities Services (865) 946-7777 to request assistance in evaluating an internal space. A representative of the Facilities Services Design team will work with you to evaluate the possibility for installation of clear screens and related cost to the ordering unit.

**Signage**

**Standardized Signage:** Print and display the standardized signage available to campus as a download for use within a supervisor’s assigned area. This signage will address general guidelines for social distancing, wearing masks, washing hands, using sanitizer, etc. and can be found at fs.utk.edu. Please do not adhere material to wood surfaces. Do not fasten in or onto walls, ceilings or countertops.

**Common Space Signage:** Supervisors are not responsible for signage for common spaces such as building entrances, lobbies, and elevators. Signage for these spaces is being developed and installed.

If any of the above check boxes were left blank and you need assistance with evaluation of a workspace for proper social distancing, barriers, and signage please contact **Facilities Services at (865) 946-7777.** Someone will be assigned to you for consultation, which may include visiting your space if necessary.