



General Checklist for Office Space and Shopping Centers

This checklist is intended to provide guidance on what must occur to safely reopen an office space or shopping center and remain open in Miami-Dade County.

Worksite Specific Plan	YES	NO
1. Owner/Manager will identify the person(s) responsible for implementing the re-opening guidelines.		
2. Management will conduct a risk assessment and the measures that will be taken to prevent spread of the virus.		
3. Management will train and communicate with employees on the re-opening guidelines.		
4. Management will create a process to check for compliance and to document and correct deficiencies.		
5. Management will alert the local health department when there is a possible COVID-case in their respective workforce.		
Facilities Preparation	YES	NO
1. Install Health & Safety signage/visual aids with messaging for customers and staff with easy visibility in all needed languages.		
2. Place visible floor markings for appropriate 6-foot distancing in any waiting areas, whether exterior or interior.		
3. Create distinct areas for customer waiting, order pickup/take out and any third-party delivery services.		
4. Install plexiglass barriers placed at all counters as an additional level of protection for staff.		
5. Implement a disposal plan for safe handling and dispensing of used PPEs. (e.g. use designated solid waste bags that are double-bagged and securely sealed).		
6. Flush plumbing to eliminate stagnant water from the period of closure in all facilities.		
7. Change and/or upgrade HVAC filters as necessary to maximize fresh air.		
8. Install Ultraviolet Germicidal Irradiation (UVGI) in small common areas that cannot be adequately ventilated.		
9. Develop and implement plans as appropriate to address any parking garage or other facility access points leading to all facility entrances.		
10. Place self-dispensing hand sanitizer or hand washing station at the entrance to the facility.		
11. Place Trash bins with lids that open without the need to touch the lids (touch less opening) and make them available for use to staff and guests in all entrance areas.		
12. Address accommodations for people with disabilities. Refer to CDC and Florida Department of Health Guidelines (sanitize braille labels and signage after each use).		
Employee Training	YES	NO
1. Train all employees on COVID-19, to prevent the spread, and to identify vulnerable individuals.		
2. Train to promote self-screening at home, including temperature and/or symptom checks using CDC guidelines.		
3. Train employees to stay at home if they exhibit the following symptoms such as frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.		
4. Stress the importance of continuous hand washing or the use of a hand sanitizer.		
5. Train employees to adhere to social distancing (6ft. minimum) both at work and off work time.		
6. Train employees to wear a mask or cloth face covers.		



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Management Control Measures & Screening	YES	NO
1. Management will screen employees before work shifts.		
2. Management will require employees who are sick or exhibiting symptoms of COVID-19 to stay home.		
3. Require frequent hand washing and use of hand sanitizer.		
4. Employer will provide disposable gloves to employees using disinfectants when required.		
5. Require mask or face covers.		
6. Close or increase distance between tables/chairs in break rooms or provide break areas in open space to ensure physical distancing.		
7. Communicate frequently to customers that they must wear face masks/covers.		
Mandatory Cleaning and Disinfecting Protocols	YES	NO
1. Frequently disinfect the following: high traffic areas, and commonly used surfaces, including railings, seats, ATMs, kiosk and elevator buttons every two to three hours.		
2. Clean and sanitize shared equipment between each use.		
3. Clean touchable surfaces between shifts or between users, whichever is more frequent.		
4. Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff.		
5. Ensure that sanitary facilities (restrooms) stay operational and stocked with proper disinfectants and soap at all times.		
6. Make hand sanitizer and other sanitary supplies readily available to employees.		
7. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and OSHA requirements.		
8. Provide time for workers to implement cleaning practices before and after shifts.		
9. Upgrades to HVAC air filtration and ventilation.		
10. Close office gyms to the tenants/public if provided as an amenity. Clean high touch areas and restrooms every 2-3 hours.		
Distancing Guidelines	YES	NO
1. Implement measures to physically separate employees and customers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs).		
2. Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglass.		
3. Offices with cubicles or open space designs must establish the minimum 6 feet of social distancing required; or install physical barriers between workstations (e.g., plexiglass partitions) to ensure distancing.		
4. Stagger employee breaks, to maintain physical distancing protocols. Control point of entry - where possible create one-way entrances for staff and customers.		
5. Increase pickup and delivery service options such as online ordering for curbside pickup.		
6. Provide separate, designated entrances and exits.		
7. Call centers with multiple employees utilizing the same consoles must establish alpha/bravo shifts and clean and sanitize equipment between shifts.		
8. Encourage and train employees to practice physical distancing during pickup and delivery.		