

Attachment A

Checklist for Staff Presence and Public Access

Checklist

- Directional arrows have been installed for staff/customer flow, that include
- Social distancing indicators (floor decals, signage, etc.)
- Confirmation that required signage is posted:
 - [Checklist for offices for required signage/posters](#)
 - [Download Required signage/posters in multiple languages](#)
- Staggered schedule for staff return to office (What days/number of days each week)
- Staff communication – how will staff be notified of staggered schedule(s)?
- Written process for conducting daily staff health check (temperature checks, brief questionnaire, etc.)

Local Area

Name of person completing the checklist

/ /
Date

Signature

Please submit completed form to: Lisa.J.Caissie@detma.org, and Leslie.Seifried@Detma.org