

Admin Facilities Reactivation

Local Contacts for Assistance/More Information

Workspace: Tricia Smith
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#	Category		Tactic	Owner	Notes
Employee Work Spaces					
1	Physical Distancing	<input type="checkbox"/>	Non-Clinical/Administrative Buildings: Cubicles should not be occupied across from or next to one another, regardless of cubicle height; all shared offices to only be occupied by (1) person; all workstations shall be identified with signage indicating a green "A" or red "B" consistent with the above guidelines. In areas where a 6’ distance cannot be accommodated, individuals must wear a mask. Clinical Buildings: To the extent possible, workstations should be separated by a minimum of a 6’ radius. In areas where a 6’ distance cannot be accommodated, individuals must wear a mask.	Construction / Management	
2		<input type="checkbox"/>	Review all shared employee spaces, e.g., break rooms, time clocks, locker areas: place signs to remind of max occupants, 6 feet minimum distancing, remove chairs as needed	Management/Construction	
3		<input type="checkbox"/>	Install approved signage at all appropriate locations	Property Operations	
4	Cleaning	<input type="checkbox"/>	Refresh staff on updated cleaning guidelines, including routine cleaning of high touch areas	Housekeeping/ EVS/Management	
5		<input type="checkbox"/>	Ensure sufficient self-cleaning supplies are available to staff; buildings in the Central and North Regions can request disinfecting wipes by emailing nmgsupplies@nm.org; buildings in the west and NW can email rmgsupplies@nm.org	Management	
6	Personal Sanitation	<input type="checkbox"/>	Implement clean desk policy requiring daily removal of items from desk surfaces to allow for proper cleaning	Management	
7		<input type="checkbox"/>	Review supply of hand sanitizer and wipes in employee work areas, order as needed - nmgsupplies@nm.org (Central/North) or rmgsupplies@nm.org (West/NW)	Management	
Break/Staff Lounge Space					
8	Physical Distancing	<input type="checkbox"/>	Space tables and seats 6 feet apart minimum	Property Ops/Facilities	
9		<input type="checkbox"/>	Set up lines for waiting/queueing at 6’-0” intervals (near entrances, elevators, restrooms, concierge desks, vending, ATMs, etc.)	Security	
10		<input type="checkbox"/>	Post approved signage to remind of infection prevention guidelines, maximum occupancy, reminders of physical distancing	Property Ops/Facilities	
11	Personal Sanitation	<input type="checkbox"/>	Install wipes or hand sanitizer near all seating areas, microwaves, coffee makers, etc.	Property Ops/Facilities	
12	Cleaning	<input type="checkbox"/>	Refresh staff on updated cleaning guidelines, including routine cleaning of high touch areas	Housekeeping/ EVS	
Shared Spaces					
13	Physical Distancing, Cleaning, Personal Sanitation	<input type="checkbox"/>	Time clocks: denote 6 foot minimum distancing requirements, install hand sanitizer/wipes, post approved signage reminding of physical distancing, ensure cleaning protocol/frequency standard	Property Ops/Facilities/EVS	
14		<input type="checkbox"/>	Lockers / locker rooms: post max occupancy, post approved signs reminding of physical distancing requirements, install hand sanitizer/wipes, ensure cleaning protocol/frequency standard	Property Ops/Facilities/EVS	
15		<input type="checkbox"/>	Break Rooms/Canteens: post max occupancy, remove all food/beverage that are not single use/individually wrapped, install hand sanitizer/wipes, post approved signage reminding of physical distancing, ensure cleaning protocol/frequency standard. Work with local Facilities / Construction to identify alternative solutions if physical distancing is not feasible or difficult to achieve.	Property Ops/Facilities/EVS	
16		<input type="checkbox"/>	Mother's Rooms: post max occupancy, install hand sanitizer/wipes, post approved signage reminding of physical distancing, ensure cleaning protocol/frequency standard	Property Ops/Facilities/EVS	
17		<input type="checkbox"/>	Perform PMs/cleaning on equipment and machines that have not been used in more than 7 days. Fixtures should be flushed prior to re-opening spaces.	Property Ops/Facilities	
Conference Center & Classroom Space					

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18	Physical Distancing	<input type="checkbox"/>	a. Conference rooms can be scheduled; Directors/VPs must approve meetings they aren't attending b. All attendees must be masked and maintain a 6' distance c. Maximum capacities of all facilities will follow Phase 4 guidance with any applicable mitigation effort restrictions d. Cleaning supplies will be accessible in the event individuals would like to wipe down the areas	Management	
19	Cleaning	<input type="checkbox"/>	Ensure sufficient self-cleaning supplies are available to staff; buildings in the Central and North Regions can request disinfecting wipes by emailing nmgsupplies@nm.org ; buildings in the west and NW can email rngsupplies@nm.org	Management	
Public Spaces - If Applicable					
20	Physical Distancing	<input type="checkbox"/>	Identify access points for all buildings (staff v. public)	Security / Property Ops	
21		<input type="checkbox"/>	Establish screening/masking station(s); place approved signage	Security / Property Ops	
22		<input type="checkbox"/>	Implement reduced elevator maximum capacity guidelines; install appropriate signage/floor clings	Property Ops/Facilities/Security	
23		<input type="checkbox"/>	Create lines for waiting/queueing at 6'-0" intervals using approved floor clings (near entrances, elevators, restrooms, concierge desks, vending, ATMs, escalators, etc.)	Security / Property Ops	
24		<input type="checkbox"/>	Distance common space seating 6'-0" apart. Check fabrics to ensure they are cleanable.	Property Ops	
25		<input type="checkbox"/>	Post approved signage	Property Ops/Facilities	
26	Personal Sanitation	<input type="checkbox"/>	Evaluate need for hand sanitizer/tissue/mask station within public spaces, including elevator lobbies.	Property Ops/Facilities	
27		<input type="checkbox"/>	Install wipes or hand sanitizer near all vending machines, ATMS, elevator banks, and other high touch spaces.	Property Ops/Facilities	
28	Cleaning	<input type="checkbox"/>	Refresh staff on updated cleaning guidelines, including routine cleaning of high touch areas	Housekeeping/ EVS	