COVID-19- SAFETY PLANS AND PREVENTION MEASURES IMPLEMENTATION GUIDE FOR MANAGERS AND SUPERVISORS

The Health and Safety of workers is a top concern amid the global COVID-19 Pandemic. During this time, all parties must place a high priority and increased focus on health and safety in order to prevent the spread of COVID-19 and keep everyone at the workplace healthy and safe.

All measures taken to prevent the spread of COVID-19 must be done in compliance with requirements under the Workers Compensation Act (WCA), the Occupational Health and Safety Regulation (OHSR), the directives/orders from the Provincial Health Officer and City of White Rock requirements.

In order to protect those in the workplace, each Manager must ensure that a formal safety plan has been put in place for their area/work groups. A six-step process will be used to implement a comprehensive safety plan. These steps will be outlined below.

PURPOSE

The purpose of this Implementation Guide is to outline and provide guidance to management on the process for ensuring the safe continuation and resumption of operations for both City staff and others in the workplace, including residents, visitors, and contractors.

Employers are mandated by WorkSafeBC and the Provincial Health Officer to develop, communicate and post a site-specific/department-specific Safety Plan.

This guidance document details WorkSafeBC's six step process which must be completed by all department/division areas/work groups. Safety Plans must be completed as soon as possible for all areas (even if closed to the public) and must be in place prior to re-opening to the public. Safety measures are still required to be in place while you are developing the written plan.

SCOPE

This guidance is applicable to all City departments, workplaces and staff. Special provisions may exist for some City of White Rock operations such as White Rock Fire Rescue and R.C.M.P. Support Services.

RESPONSIBILITIES

Directors are responsible for:

- Being knowledgeable about the requirements for Covid-19 Safety Plans, prevention and control measures and the six-step process as outlined in this document. They must ensure these are implemented by managers within their areas of responsibility.
- Allocating resources as needed to address risks identified in workplaces that are resuming operations.

Effective June 2020

Managers and Supervisors are responsible for:

- Being knowledgeable about the requirements for Covid-19 Safety Plans, prevention and control measures and the six-step process as outlined in this document.
- Working with the JHSC and affected staff to ensure their area/work group's specific risk assessment(s) are conducted for their areas of responsibility.
- Implementing prevention and control measures that are identified in the risk assessment and safety plans and monitoring their effectiveness.
- Developing an area/work group specific Safety Plan and training their staff on it.
- Developing area/work group specific Safe Work Procedures and/or Practices, in consultation with Health and Safety and the JHSC.
- Providing their staff with applicable Safe Work Procedures, Practices training their staff on them.
- Monitoring their workplace and the effectiveness of their control measures and updating their risk assessment and area/group specific Safety Plans, as required.
- Addressing any issues or risks brought up by their staff.
- Completing and maintaining a record of the *Manager/Supervisor worksite practices review- Inspection Checklists* bi-weekly.
- Maintaining area/work group specific documentation and records. Submitting copies to Health and Safety as requested.

Workers are responsible for:

- Being knowledgeable about the hazards, control measures and all other requirements for Covid-19 Safety.
- Providing input to risk assessments and plans completed for their area or work group.
- Following all applicable safety requirements, including safe work procedures and/or practices.
- Participating in any education and training provided.
- Frequently checking for updates on the WAVE.
- Reporting issues or risks not identified in their area/work group specific plan to their supervisor.

Health and Safety is responsible for:

- Providing technical advice and guidance to management to assist in the completion of their risk assessments, implementation on prevention control measures, safety plans and safe work procedures and practices, as necessary.
- Developing corporate wide health and safety resources to support management fulfilling their health and safety obligations.
- Maintaining Corporate documentation and records, as necessary.

Joint Health and Safety Committees (JHSC's) are responsible for:

- Assisting Supervisors and Managers in the completion of their area / work group specific risk assessments and plans.
- Monitoring the effectiveness of area specific plans and providing feedback to management and the Health and Safety Advisor as required.
- Review and provide feedback on the implementation of prevention control measures, safety plans and safe work procedures and practices, as necessary.

SAFETY PLAN AND PREVENTATIVE MEASURES IMPLEMENTATION DETAILS

Every Manager must complete an area/work group specific Safety Plan (with a worker member of the JHSC and input from their staff). A copy of their completed safety plan must be sent to H&S and their respective JHSC. A copy must be posted at the workplace in a public area.

Complete the WSBC Safety Plan Template using the information gathered in the 6 step process. The Safety Plan should outline the policies and procedures that contain the control measures (referred to as "protocols") the Manager is implementing to eliminate and reduce the risk of COVID-19 to their staff, as well as the communication plan and training about the Safety Plan that are being provided to workers.

WorkSafeBC has determined a six-step process to ensure that a systematic approach to address the risk of COVID-19 in the workplace and to ensure the health and safety of all those in the workplace.

The following six (6) steps must be undertaken to ensure safe operations and to provide the necessary information for Managers to complete their area/work group's Safety Plan:

1. Assess the risks at the workplace.
2. Implement measures (controls) to reduce risk.
3. Developing Plans, Practices and Procedures.
4. Communication and Training of Plans.
5. Monitoring the Workplace and Updating Plans as Necessary.
6. Assess and Address Risks from Resuming Operations.

Developing a Safety Plan

Managers may use the Safety Plan template (that is posted on the WorkSafeBC website/the public drive or in the OneNote COVID Management Guides) or develop their own document (that covers all the same information). The WorkSafeBC Safety Plan template provides a good example of the level of detail expected in a Safety Plan and includes a link to industry-specific controls, referred to as "protocols." Managers should consider the protocols that relate to their area and include in their Safety Plan those protocols (control measures) that apply to the exposure risks in their area. Managers must also ensure they are abiding by any orders, notices, or guidance issued by the Provincial Health Officer, and the appropriate health authority, which are relevant to their workplace. Managers must ensure at least one worker member of their JHSC has been included in the development of the plan and that staff have been given the opportunity to provide feedback into the plan and the measures being implemented.

Effective June 2020

Level of detail and supporting documents

If a Safety Plan references other supporting documents (e.g., Exposure Control Plans, prevention and control guidelines, checklists, procedures/practices, shift schedules, directions for plexiglass barriers, or P.P.E. etc.) Managers should simply identify the other document(s) in their Safety Plan. As long as they are mentioned, the other documents do not have to be posted with the Safety Plan. If a Safety Plan does not reference other supporting documents to provide detailed information, then the Safety Plan itself must describe the key elements with a sufficient level of detail to be understood, discussed, and amended by those responsible for workplace health and safety. Safety Plans should include enough detail that anyone reading it knows all the control measures they must follow with in the workplace, what training they should receive and what they need to do.

Posting the Safety Plan

The May 14, 2020 order of the Provincial Health Officer on Workplace COVID-19 Safety Plans requires that employers post their Safety Plan on their website, if applicable, and at their workplace. The purpose of requiring plans to be posted is to provide transparency and accountability to workers and the public about protective measures that organizations will be taking to ensure the safety of their staff and customers. This will assure workers that Managers have made careful consideration of what is needed to protect their workers. In addition, it will assure the public reasonable precautions have been taken to protect their safety and health.

The Safety Plan should be posted where it will be most accessible and helpful to workers and others in the workplace, such as near the entrance. Managers will post copies of their plans on entrances, the Wave, the City Website and any other conspicuous area to ensure that everyone has sufficient access and awareness.

Privacy

For privacy reasons, the Safety Plan must not include personal information (such as a person's name, address, phone number, age, sex, race, disability, healthcare, or financial information). Proprietary and confidential information does not need to be included in the Safety Plan and should be removed prior to posting.

Effective June 2020

THE SIX STEPS PROCESS

Step One- Assess the Risks at The Workplace

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To understand the risk at your workplace, consider the following questions:

- Where do people congregate, such as break rooms, production lines, or meeting rooms?
- What job tasks or processes require workers to come into close proximity with one another or members of the public?
- What materials are exchanged, such as money, credit cards, and paperwork?
- What tools, machinery, and equipment do people come into contact within the course of their work?
- What surfaces are touched often, such as doorknobs, elevator buttons, light switches, equipment, and shared tools?

Each Manager must complete risk assessments for each of their work groups/areas. Depending on the nature of the tasks/exposures Managers may have to complete more than one assessment.

For example, if all the exposures and tasks can be grouped together and the prevention measures (controls) are similar, then one risk assessment can be completed for the group. If there are significant differences in work areas, public interaction, job tasks etc., then a separate risk assessment needs to be completed for each separate group.

Discretion is left to Managers to determine the scope of their risk assessment as it relates to the work area / work group being assessed.

There are two key risk assessment forms which need to be completed:

1. *Infectious Disease Exposure Risk Assessment*

(This is a general risk assessment which considers a wide range of risk factors including physical distancing, task specific risks, public interface, staffing numbers, facility arrangements, etc.).

2. *COVID-19- Facility Cleaning Risk Assessment* and/or *COVID-19- Fleet Risk Assessment* for cleaning

(This risk assessment focuses on cleaning and disinfecting of tools, equipment, facility components and other common touch surfaces)

Managers must assess their workplaces in order to identify places where the risk of transmission is introduced. **This process must involve frontline workers, supervisors, and joint health and safety committees and/or worker representatives**. You should continue to assess the workplace after operations resume to ensure risks are identified and managed.

Each risk assessment must be saved on the public drive, communicated to staff and submitted to Health and Safety.

Effective June 2020

Step Two- Implement Measures (Controls) to Reduce Risk

Managers must identify, select and implement measures to minimize the risk of transmission based on the places where risk of transmission has been identified through risk assessments and input from workers and JHSC's.

Managers must follow the hierarchy of Controls when implementing measures and ensure that all practicable options are implemented, including but not limited to:

- Working from Home
- Physical changes to operation/layout
- Physical Distancing and Barriers
- Cleaning and Hygiene
- Safe work Procedures, Practices, Training and P.P.E.
- Where physical distance cannot be maintained

Use the *COVID-19 Prevention and Control Measures- City-Wide Guidance* document to assist in identifying these measures (check off which ones are applicable and attach to plan or transfer them into the Safety Plan template). This will help you complete the applicable sections of the Safety Plan.

Review the *COVID-19- Best Practice – Physical Distancing in an Office Environment Layouts* document for more information on Office Layout considerations.

Managers must communicate and train their staff in the control measures that are put into place. This training must be documented.

Managers must monitor the measures for effectiveness and update measures as necessary.

Step Three- Developing Plans, Practices and Procedures

Managers must develop and communicate policies around who can be at the worksite, including policies around sick workers and travellers. See the Interim Employment Policy for our City-wide policy.

Ensure workers working alone (to reduce the risk of transmission) follow the City's Working Alone requirements, including Safetyline check-ins.

Develop Policies, Safe Work Procedures and Practices required to document and communicate control measures put in place, including cleaning, physical distancing, work-from-home, hygiene practices etc.

Review Safe Work Procedures and Practices to determine which are applicable and educate your staff. Develop any remaining needed for your area that have not been developed yet.

Current COVID-19 (as well as General) Safe Work Procedures, Practices and Prosesses are available in the public drive. Templates, procedures and guidance on how to develop these are also available in the public drive.

Key documents' available in the public drive include, but is not limited to:

- COVID-19- Best Practices- Physical Distancing in an office environment
- COVID-19- Building Inspections
- COVID-19- Confined Space Entry
- COVID-19- Contractors working during COVID
- COVID-19- Entry Check Workers
- COVID-19- Facility Cleaning and Disinfection Record- template
- COVID-19- Facility Cleaning Risk Assessment- template
- COVID-19- Field Worksites
- COVID-19- Fleet Cleaning Risk Assessment- template
- COVID-19- Handling Mail during a pandemic
- COVID-19- How to use a mask
- HR-HS Notice to City OFAA's
- COVID-19- Interim JHSC Worksite Inspections
- COVID-19- Joint Health and Safety Committees
- COVID-19- Manager/Supervisor Worksite Practices Review Checklist
- COVID-19- Municipal Vehicles
- COVID-19- OFAA Protocols
- COVID-19- PPE Guidelines
- COVID-19- Prevention and Control Measures- City-wide guidance
- COVID-19- Remote Work Hazards Checklist
- COVID-19- Safety Plan- Template (WSBC)
- COVID-19- Safety Plan Implementation Checklist- template
- COVID-19- Screening Tool
- COVID-19- Selecting/using a mask
- COVID-19- Setting up, organizing and working comfortable in your home workspace
- COVID-19- Site Specific Safety Plan- template
- COVID-19- Staff with COVID-like illness- flow chart
- COVID-19- Table of Occupancy Limits- template
- COVID-19- Safety Talk (Power Point)
- COVID-19- Task based Risk Assessment- for construction type activities- template
- COVID-19- Training Record- template
- COVID-19- Vehicle Cleaning Instructions
- COVID-19- Vehicle Cleaning and Disinfection Record- template
- COVID-19- Worker Awareness Info Sheet

Effective June 2020

- COVID-19- Working in Trenches and Excavation
- COVID-19- Working Remotely
- COVID-19- Workstation Cleaning Instructions
- Safe Work Practice- COVID-19 Employee General Practices
- Glove Removal Procedure
- Infectious Disease Exposure Risk Assessment- template
- Interim Employment Policy
- Interim Telecommuting Guide & Remote Access
- SWProcedure- Handwashing and Preventing the spread of illness
- SWProcedure- Putting on and taking off PPE- Disposable Half-faced respirators
- SWProcedure- Putting on and taking off PPE- General
- SWProcedure- Working Alone
- Working Remotely Safety Considerations

Effective June 2020

Step Four- Communication and Training of Plans

Management must ensure that everyone entering the workplace, including workers from other employers, know how to keep themselves safe while at our workplace.

- Be sure everyone is trained on the measures you have put in place and the policies around staying home when sick.
- Post signage, including occupancy limits and effective hygiene practices. Signage should also be posted at the main entrance indicating who is restricted from entering the premises (including visitors and workers with symptoms).
- Ensure workers are adequately supervised to ensure they know what to do.

Supervisors / managers will meet with their workforce to review and train staff in their Area / Group Specific Plans as well as applicable COVID-19 pandemic hazards/risk information, control measures, (e.g. policies, practices, and procedures) and other COVID safety requirements. A record of that training must be kept. Use the "COVID-19- Training Record Template to document training and submit a copy to Health and Safety.

The Safety Plan should be posted where it will be most accessible and helpful to workers and others in the workplace, such as near the entrance. Managers will post copies of their plans on entrances, the Wave, the City Website and any other conspicuous area to ensure that everyone has sufficient access and awareness.

Use the *COVID-19 Prevention and Control Measures- City-Wide Guidance* document for listing of required Posters, Education and Signage. Contact Communications for their assistance. Various Posters are available on the public drive.

Step Five- Monitoring the Workplace and Updating Plans as Necessary.

Things may change as your department operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

Ensure that workers can raise safety concerns, including through a joint health and safety committee. Work with the committees and workers to resolve any identified safety issues.

Staff should regularly communicate the effectiveness of their Work Area / Group Specific plan with their supervisor.

Complete the Managers/Supervisors Worksite Practices Review/Inspection Checklist every 2 weeks to assist in and to document monitoring. (This is a good checklist to use when first implementing measures as well.)

Step Six- Assess and Address Risks from Resuming Operations (Non-COVID risks).

If your department has not been operating, you have changed the way your department operates, and/or have reassigned staff, there may be risks arising from these changes that you need to manage. Consider the following:

- Have you had any staff turnover, or are workers being required to change or adapt job roles, or to use new equipment? Consider training or new employee orientation.
- Will workers need time or training to refresh/develop them?
- Partner new and/or reassigned staff with experienced staff and provide adequate on-the-job training and supervision.
- Have you changed anything about the way you operate, such as the equipment you use or the products you create?

Update the Risk Assessments, Safe Work Practices/Procedures etc. as needed. Conduct any additional risk assessments required for hazards created/changed due to new COVID processes and procedures. Discuss at JHSC meetings and department meetings on a regular basis.

APPENDIX A: SAFETY PLAN IMPLEMENTATION CHECKLIST

Step One- Assess the Risks at The Workplace

√	Deliverable	Reference/Documents Location
☐	Complete *Infectious Diseases Risk Assessment*(s) for your area.	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\Risk Assessment Templates
☐	Complete *Cleaning Risk Assessment(s)* for your area.	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\Risk Assessment Templates
☐	Send a Copy to your JHSC and to H&S and save in the public drive in the records section.	K:\Public\1. COVID-19 Resources\Records (completed documentation)\Completed COVID-19 Risk Assessments
☐	Communicate/train staff on the hazards/risks identified in the risk assessment.	..\..\..\..\..\Public\Health & Safety\2. Program Manuals, Procedures, Practices, ECP, Standards\Procedures\H&S Admin Procedure- General Training Procedure.pdf
☐	Document the communication/training Submit a copy to H&S. Save in the public drive in the records section.	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Training Record Template.docx
☐	Review and Update as necessary.	

Step Two- Implement Measures (Controls) to Reduce Risk

√	Deliverable	Reference/Documents Location
☐	Review *the COVID-19- Prevention and Control Measures- City-wide Guidance, COVID-19- Best Practice – Physical Distancing in an Office Environment Layouts* (if applicable) and *other applicable guidelines/resources* to identify and select (check off) all necessary prevention measures (following the hierarchy of controls). You will need this info for the Safety Plan.	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Prevention and Control Measures- City-Wide Guidance.docx K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Best Practice – Physical Distancing in an Office Environment Layouts.docx K:\Public\1. COVID-19 Resources\Reference and Information
☐	Either attach the completed *Prevention and Control Measures- City-wide Guidance* checklist to the *Safety Plan* template or transfer the measures selected to the appropriate section(s) in the *Safety Plan.*	See above and Safety Plan area
☐	Implement all measures selected (delegate/ request external dept supports as necessary).	Facility Maintenance Request, IT Request, Email to appropriate Director/Manager.
☐	Communicate and train staff on the measures implemented.	
☐	Document the communication/training. Submit a copy to H&S. Save in the public drive in the records section.	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Training Record Template.docx
☐	Review and Update as necessary.	

Step Three- Developing Plans, Practices and Procedures

√	Deliverable	Reference/Documents Location
☐	Review applicable written safe work practices and procedures in existence. (public drive).	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms
☐	Identify written safe work practices and procedures that need to be developed for your area.	
☐	Develop (delegate as necessary) the additional written safe work practices and procedures that need to be developed for your area. Save to public drive.	K:\Public\Health & Safety\2. Program Manuals, Procedures, Practices, ECP, Standards\Forms and Templates ..\..\..\..\..\Public\Health & Safety\2. Program Manuals, Procedures, Practices, ECP, Standards\Procedures\H&S Admin Procedure- Safe Work Procedure-Practice Creation.pdf
☐	Communicate/train staff on all applicable written safe work practices and procedures (existing and new).	
☐	Document the communication/training. Submit a copy to H&S. Save in the public drive in the records section.	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Training Record Template.docx
☐	Review and Update as necessary.	

Step Four- Communication and Training of Plans

√	Deliverable	Reference/Documents Location
☐	Identify signage, posters and related communication requirements and ensure they are implemented.	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Prevention and Control Measures- City-Wide Guidance.docx K:\Public\1. COVID-19 Resources\Posters and Signage
☐	Communicate/train staff on COVID-19 pandemic hazards/risk, information, control measures, (e.g. policies, practices, and procedures) and COVID safety requirements.	..\..\..\..\..\Public\Health & Safety\2. Program Manuals, Procedures, Practices, ECP, Standards\Procedures\H&S Admin Procedure- General Training Procedure.pdf
☐	Conduct regular safety talks/toolbox talks.	K:\Public\1. COVID-19 Resources\Safety Talks_Toolboc Talks K:\Public\Health & Safety\4. Training, Education and Communication\SAFETY (TOOLBOX) TALKs
☐	Plan for regular communications of updates to staff. (Meetings, emails, call, wave, etc.).	..\Communication Plans Worksheet.pdf
☐	Discuss at JHSC meetings and dept meetings on a regular basis.	
☐	Document the communication/training and submit a copy to H&S. Save in the public drive in the records section.	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Training Record Template.docx

Effective June 2020

Step Five- Monitoring the Workplace and Updating Plans as Necessary

√	Deliverable	Reference/Documents Location
☐	Complete the *Managers/Supervisors Worksite Practices Review/Inspection Checklist* every 2 weeks to assist and document monitoring.	..\..\..\..\..\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Manager_Sup Worksite Practices Review- Inspection Checklist.docx
☐	Regularly evaluate the effectiveness of your Work Area / Group Specific plans and update as necessary.	
☐	Staff have been told to raise any safety concerns or suggestions to their supervisor.	

Step Six- Assess and Address Risks from Resuming Operations

√	Deliverable	Reference/Documents Location
☐	Update/Conduct any additional risk assessments required for hazards created/changed due to new COVID processes and procedures.	..\..\..\..\..\Public\Health & Safety\3. Hazard ID, Risk Assess, Control
	Update any (non-Covid), Safe Work Practices/Procedures etc. as needed.	..\..\..\..\..\Public\Health & Safety\2. Program Manuals, Procedures, Practices, ECP, Standards
☐	Implement any new measures needed.	
☐	Communicate and train staff on the measures implemented.	..\..\..\..\..\Public\Health & Safety\2. Program Manuals, Procedures, Practices, ECP, Standards\Procedures\H&S Admin Procedure- General Training Procedure.pdf
☐	Document the communication/training Submit a copy to H&S. Save in the public drive in the records section.	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Training Record Template.docx
☐	Review and Update as necessary.	

Completing the Safety Plan

√	Deliverable	Reference/Documents Location
☐	Gather all the information/deliverables from the six steps.	
☐	Complete Safety Plan(s) using the information. (with a worker member of the JHSC and input from staff). Use either the WSBC Safety Plan template (Pdf) or the City's Safety Plan template- site specific (word)	..\..\..\..\..\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Safety Plan Template.pdf

COVID-19- Safety Plan Template- Site-Specific.docx |
| ☐ | Send a Copy to your JHSC, Communications, HR Assistant and to H&S. Save in the public drive in the records section. | ..\..\..\..\..\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Site-Specific Safety Plan Template.docx |

Effective June 2020

√	Deliverable	Reference/Documents Location
☐	Communicate/Train Staff on Area/ work group Specific Safety Plan(s).	..\..\..\..\..\Public\Health & Safety\2. Program Manuals, Procedures, Practices, ECP, Standards\Procedures\H&S Admin Procedure- General Training Procedure.pdf
☐	Post in conspicuous locations at the workplace: ☐ Entrances ☐ Wave ☐ Website ☐ Other:	
☐	Communicate and train staff on the contents of the Safety Plan.	..\..\..\..\..\Public\Health & Safety\2. Program Manuals, Procedures, Practices, ECP, Standards\Procedures\H&S Admin Procedure- General Training Procedure.pdf
☐	Document the communication/training and submit a copy to H&S. Save in the public drive in the records section.	K:\Public\1. COVID-19 Resources\Procedures, Practices Templates and Forms\COVID-19- Training Record Template.docx
☐	Review and Update as necessary.	

Re-Opening Approvals

√	Deliverable	Reference/Documents Location
☐	COVID-19- Pre-Opening_Completion of COVID Safety Requirements Inspection Scheduled and Completed. Save in Public drive and provide to Manager.	COVID-19- Pre-Opening_Completion of COVID Safety Requirements Inspection Checklist.docx
☐	Manager has assigned corrective actions.	
☐	Corrective Actions implemented and checklist updated with completion info. Replace the original checklist on public drive with the completed one	
☐	Complete "Re-opening Summary Form" Submit to Re-opening Committee for approval	..\Reopening_Resumption of Services Review Form.pdf
☐	Receive Approval from Committee. Re-open	

Comments