



COVID-19 Supplies Checklist

Use this handy checklist to make sure you have the proper supplies, PPE, and signage for employees and guests.



Lobby

- Reception Desk Plastic Partition
- Digital Thermometers
- Face Masks or Face Shields
- Hand Sanitizers
- Disinfectant Wipes
- Tissues

Signage

- Directional Floor Signage
- Social Distancing
- Cough/Sneeze Etiquette
- Hand Hygiene

Tip: Review floor plans and remove or reconfigure seats, furniture, and workstations as needed to preserve recommended physical distancing in accordance with guidelines.

Bathroom

- Soap and Water (If soap and water are not readily available, provide alcohol-based hand sanitizer that is at least 60% alcohol.)
- Garbage Cans
- Paper Towels
- Hand Sanitizers
- Disinfectant Wipes
- Hand Towels
- Tissues

Signage

- Directional Floor Signage
- Social Distancing
- Cough/Sneeze Etiquette
- Hand Hygiene

Elevators

Signage

- Directional Floor Signage
- Social Distancing
- Cough/Sneeze Etiquette
- Hand Hygiene

Office Area

- Cubicle Plastic Partitions
- Hand Sanitizers
- Disinfectant Wipes

Signage

- Directional Floor Signage
- Social Distancing
- Cough/Sneeze Etiquette
- Hand Hygiene

Conference Rooms

- Hand Sanitizers
- Disinfectant Wipes
- Tissues
- Signage

Signage

- Directional Floor Signage
- Social Distancing
- Cough/Sneeze Etiquette
- Hand Hygiene

Cafeteria/Kitchenette/Breakroom

- Hand Sanitizers
- Disinfectant Wipes
- Tissues
- Physical Barriers Between Seating
- Signage

Signage

- Directional Floor Signage
- Social Distancing
- Cough/Sneeze Etiquette
- Hand Hygiene

HVAC Systems

- Upgrade to a HVAC filter with MERV-13 rating

Tip: Consider seeking an HVAC professional and see ASHRAE updates for more information.

These are meant to be general guidelines to help you re-open your establishment. Always follow local, state, and federal laws and guidelines.

Sources

[AIHA Guidance for General Office Settings](#) | [OSHA Coronavirus Control Prevention](#) | [OSHA Guidance on Returning to Work](#)
[OSHA What Workers Need To Know about COVID-19 Protections in the Workplace](#)