



Director/Manager Workplace Evaluation and Checklist

Name/Title: _____

Department: _____

Category of State Requirements and/or Guidance (review State details: https://covid19.ca.gov/roadmap)	Implemented by Department		Notes (if related measures not fully implanted)
Performed a detailed assessment of the work environment that employees would be returning to and implement a site-specific plan in accordance with the Cal Poly Corporation Return-to-Campus Roadmap.	YES	NO	
Reviewed and assigned any required/relevant COVID-19 or return-to-campus trainings or meetings.	YES	NO	
Reviewed any ongoing teleworking requests and, if approved, communicated requirements including a review of any needed equipment, security protocols, and how to set up and maintain a safe work environment.	YES	NO	
Implemented any needed personal protective measures, office cleaning and disinfecting protocols for phones, keyboards, shared equipment (e.g., copiers) and ensuring appropriate supplies/materials are available.	YES	NO	
Implemented physical distancing guidelines.	YES	NO	

By signing this form, the department directors and/or managers acknowledge the need to comply with the guidance provided in the Corporation Return-to-Campus Roadmap. Directors and Managers will be required to regularly review subsequent campus guidance and applicable local and state guidance documents to ensure their department remains in alignment with current safety standards. Any questions should be directed to Human Resources.

Signature

Date