**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***](https://www.mass.gov/doc/offices-checklist-032221/download)
      * [***Download Required signage/posters in multiple languages***](https://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces#poster-and-translations-)
* 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.)
* Planned target date for staff to begin to report in-person on a regular schedule
* Anticipated date to open the building for public access

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Local Area

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Name of person completing the checklist Date

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Signature

Please submit completed form to: [Lisa.J.Caissie@detma.org](mailto:Lisa.J.Caissie@detma.org), and [Leslie.Seifried@Detma.org](mailto:Leslie.Seifried@Detma.org)