New Normal Checklist

Use this checklist to prepare your Department or Agency for the New Normal based upon the four phases defined In the New Normal Taskforce Guide.

Phase III

	Consider requesting a thermal monitor at the public entrance to detect fevers and deny entry to anyone displaying physical symptoms of COVID - persistent cough and fever.
	Consider directing customer traffic through the workplace with floor tape, arrows, and social distancing stickers.
	Consider adding automatic doorbells to alert employees of persons entering their workspace. For assistance you must enter a Building & Trades Work Request.
	Add wellness screens (clear plexiglass barriers) where the employees interface with the public. For assistance you must enter a Building & Trades Work Request.
	Limit the number of the public allowed to enter the facility.
	Print educational posters to communicate with the public about symptoms and other safety measures.
	Encourage appointments for any necessary public interactions.
	Continue to maximize telework policies and remote meeting platforms.
	Work with Media to update your Department's Operating Status webpage.

New Normal Phases

Phase I - Slow the Spread
-Community-level strict physical distancing.

Phase II - Slow & Gradual Return for Employees
-Bring volunteers back to the office setting with modifications and safety recommendations in place.

Phase III - Slow & Gradual Return for the Public
-Allow the public inside buildings with physical barriers, safety signage, and safety recommendations in place

Phase IV - The New Normal -
-Prepare for the next public health threat.