



Unit Reopening Procedures Checklist

Unit/Department Manager: _____

Date: _____

EVS Director / Manager: _____

Two Weeks Prior to Reopen	Unit Manager	EVS Director
Tour areas with unit director/manager to discuss reopening needs		
Review staffing levels and need to bring TMs back from furlough	N/A	
Check expiration dates on supplies (e.g., sanitizers)	N/A	
Ensure chemical dispensing stations (J-fill) on floors have ample product	N/A	
Confirm with facility PPE availability for EVS staff (e.g., surgical masks)		
Ensure all rooms have working beds		
Remove linen from patient beds, exam tables, and linen rooms for reprocessing	N/A	
Contact vendors for supply needs (e.g., linen, disposables, needle containers)	N/A	
One Week Prior to Reopen	Unit Manager	EVS Director
Confirm date of reopening with your administrative contact		
Tour areas with unit director/manager to discuss details & reopening needs		
Reconfirm with vendors that supplies of linen and disposables are available	N/A	
Re-check expiration dates on all soap dispensers and storage supplies		
Disinfect patient support areas (e.g., nurse stations, breakrooms, etc.)	N/A	
Run hot and cold water on all faucets for 5 minutes during the cleaning process	N/A	
Disinfect all high-touch surfaces in waiting rooms, public restrooms, etc.	N/A	
Wipe down hallway rails and stair rails, especially in high-traffic stairs		
Patient Rooms / Treatment Rooms / Exam Rooms		
Detail clean and disinfect all patient areas	N/A	
Fresh bed linens should not be placed on beds until 48 hours prior to opening	N/A	
Check and refill all soap dispensers and disposable supplies	N/A	
Check needle container box and replace if $\frac{3}{4}$ full (defer to facility protocols)		
Arrange room to standard room set up as established per facility		
Walk each area and room to ensure HHS standards have been met (PIs)		
Invite unit director/manager to tour facility to confirm areas are patient ready		