



# COVID-19: Reopening Buildings & Facilities

## GENERAL

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- Designate a management team member to supervise this program
- Create and maintain a core group of staff to oversee the process
- Update security personnel on new plans and updated procedures, both for routine and emergency situations
- Secure talent resources for re-opening functions
- Contact Hays Companies if a previously shutdown, idle or vacant building will have occupants again, as this may have insurance implications and insurers may need to be notified



## SITE SECURITY

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- Update list of authorized personnel on the site
- Develop procedure for access management to ensure building does not exceed planned capacity
- Inform local law enforcement and fire departments of if building plan will be re-opened
- View all potential entrance points including external doors, skylights, windows and fencing for any changes since building closure
- Review list of equipment which is required to maintain stable internal building conditions and create a process to review each piece of equipment
- Decide if there will be one official entrance point for entire site or building
- Update any security or guard services that are updating security or watchman rounds
- Review ongoing program effectiveness and revise protocols as needed (*See Note 3*)

## INTERNAL CHANGES

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- Install any new no-touch features, including light switches, automatic doors, security features, etc.
- Perform any layout changes needed



## SITE, BUILDINGS & EQUIPMENT

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- Conduct comprehensive deep cleaning; provide appropriate training on PPE and chemical training if employees conduct the cleaning
- Methodically turn on equipment to avoid a simultaneous start
- Spend appropriate time monitoring each turned on machine to ensure it is working properly
- Inspect and repair all perimeter fencing, gates and other openings as warranted
- Inspect surrounding terrain and manage vegetation growth as needed
- Remove any “No Trespassing” signage as needed
- Adjust internal lighting system activation if it was set to a schedule or random system
- Re-instate trash and recycling services and return movable items that were previously outside of the buildings
- Inspect mechanical systems, water system, conveyances and ensure open site drains are inspected and traps are primed
- Evaluate trash dumpsters, balers, compactors and lifts
- Bring back mobile storage units and truck trailers that were moved to another location
- Check and re-open all appropriate exterior ladders and roof access points
- Inspect roof mounted equipment and building envelope features (doors, windows, signs, etc.)
- Walk and inspect roof(s) for condition damage; look for clogged drains
- Re-start non-critical utilities and process and support equipment per manufacturer guidelines
- Turn on previously shut off electrical circuits and non-critical heat sources
- Inspect critical utilities (i.e., electricity, natural gas and water) that were kept in service
- Examine any Internet-based building system control program
- Evaluate need for ongoing predictive and preventive maintenance program for remaining active equipment
- Inspect building heat and cooling and check for damage to process piping and fire sprinkler piping
- Convert building equipment systems to cold or hot weather operation as appropriate for climate
- Evaluate and restart any idled equipment according to manufacturer’s guidelines
- Evaluate need for on-site emergency power generation
- Bring back previously removed non-critical equipment and products in use and in storage from the site and buildings
- Turn on non-critical ignitable gases
- Turn on or plug in all electrical appliances
- Turn on and test all non-critical equipment that uses water (i.e., faucets, toilets, showers, etc.)
- Turn on or plug in all non-critical refrigeration systems; confirm adequate liquid drainage
- Check status of water leak detection systems
- Inspect building exhaust and ventilation
- Adjust HVAC system operating system to account for occupied building conditions
- Flush building with fresh air if possible for 24 to 72 hours
- If available, change air filters and follow manufacturer recommendations for filter reconditions
- Increase fresh air intake
- Confirm all non-critical HVAC and kitchen equipment (including electricity and gas) is turned on
- Inform contractor of changes in activates or processes
- Inspect a natural hazard exposure (i.e., flood, earthquake, storms, etc.) alert system
- Maintain emergency response plan for activation from a remote location
- Conduct an end-to-end walkthrough to ensure all areas and equipment are ready for operation
- Contact any suppliers to re-establish or adjust needs



## FIRE PROTECTION, SUPPRESSION & DETECTION SYSTEMS

- Inspect fire life safety systems
- Keep all fire protection, suppression and detection systems in full service
- Report system impairments as directed by client management protocols
- Keep internal building conditions (temperature) for normal fire protection system functions
- Continue adequate electrical power for normal fire protection system functions
- Confirm dry sprinkler system air compressors are active and supply air is maintained
- Keep fire protection system control valves locked in the open position, unless directed otherwise
- Keep normal fire protection, suppression and detection system program in place
- Visually inspect fire protection system control valves and riser devices (See Note 2)
- Churn (no flow) test fire pumps (See Note 2 for electric pumps and Note 3 for diesel pumps)
- Maintain fire alarm device and system inspection and testing program (See Notes 3, 4 and 5)
- Conduct fire pump performance (full flow) test (See Note 5)
- Keep all jockey and fire pumps in the automatic start mode
- Visually inspect all fire pump related equipment, fill fuel tanks and repair devices (See Note 5)
- Inspect domestic and fire water storage tanks, confirm water level and temperature (See Notes 2 and 5)
- Inspect manual fire-fighting equipment (fire hoses, extinguishers) (See Note 5)
- Inspect and test fire doors, close doors and remove blockages; repair as needed (See Notes 3 and 5)
- Inspect fire wall conditions and minor openings; repair as needed (See Note 5)



### NOTES

#### NOTE 1:

Daily recorded inspection and/or testing suggested. Review as needed.

#### NOTE 2:

Weekly recorded inspections and/or testing suggested. Review incidents weekly.

#### NOTE 3:

Monthly recorded inspections and/or testing suggested. Review records monthly.

#### NOTE 4:

Quarterly recorded inspections and/or testing suggested.

#### NOTE 5:

Annually recorded inspections and/or testing suggested. Review results annually.

*Please be advised that any and all information, comments, analysis, and/or recommendations set forth above relative to the possible impact of COVID-19 on potential insurance coverage or other policy implications are intended solely for informational purposes and should not be relied upon as legal advice. As an insurance broker, we have no authority to make coverage decisions as that ability rests solely with the issuing carrier. Therefore, all claims should be submitted to the carrier for evaluation. The positions expressed herein are opinions only and are not to be construed as any form of guarantee or warranty. Finally, given the extremely dynamic and rapidly evolving COVID-19 situation, comments above do not take into account any applicable pending or future legislation introduced with the intent to override, alter or amend current policy language.*