REGION 4 FRESH RETURN INITIATIVE

ROLES & RESPONSIBILITIES

"CHECKLIST"

Overview:

Region 4's re-entry preparations will begin with a *Fresh Return Initiative* across all floors, offices, and work stations. Upon departure from working in the spaces, no one could have guessed we would be largely absent from the building in a two-plus year's remote working status. All spaces need dedicated attention to removing food, plants, excess paper, records compilation and storage, and the decluttering of offices and cubicles. Please remove paper, personal belongings, food, etc. from desktops and floors. Removal of these items will enhance [illegible] building cleaning and sanitizing while ensuring our return to a fresh and safe work environment. MSD will coordinate with Division/Office representative(s) for your respective employee locations. This initiative starts on March 28, 2022, through April 22, 2022.

Each Division Will:

- Develop, coordinate, and execute a division/office specific plan (e.g., staggering employee schedules, etc.) to successfully implement the Fresh Return Initiative
- *Identify Division/Office Point of Contact (POC) and provide names to Iris J. Ashmeade and Donald O. Fortson via an email titled: (Division Name) Fresh Return Initiative POC NLT Wednesday, March 23, 2022.*
- Ensure a manager is physically onboard for each day
- Ensure all personal items, plants, food, clutter, paper, etc. are removed from desktops and floors and each vacant cubicle located within your Division/Office space
- *Identify and provide to Iris J. Ashmeade and Donald O. Fortson, via an email titled (Divison Name) Prestaging Areas by Floor), NLT Wednesday, March 23, 2022, the designated location(s) (cubicle/office number(s)) for staging each of the following:*
  - [illegible] and Gloves
  - [illegible] storage and Archive record boxes pick-up
  - [illegible] Accountable Property
- Coordinate all surplus property with your Division/Office Property Custodial Area Officers for proper tagging and coordination with FGAMB's FESS Property Management Team.
- Stage labeled property in designated staging location per floor.
- Coordinate all file staging and records archiving with ISMB's Records Management Team for proper tagging and coordination. Stage labeled boxes in the designated staging location
- Recycle in the designated Recycling Rooms (located East side) per floor for EPA laborer contractor's daily collection. Specifically includes:
  - Recycling bins (paper, broken down boxes/cardboard)
  - Office supplies (notebooks, clips, hole punchers, etc.) are placed on shelves.
- Remove personal items (food, plants/potting soil, etc.) and discard them in designated trash receptacles.
- Ensure that cubicles/offices are cleared of all excess paper and boxes on/under worksurfaces.
- Return recycling bins to the floor Recycling Rooms for daily empty/return by EPA contractor

Do Not:

- Block main egresses (corridors, entrances/exits, stairwells, restrooms)
- Bring in cleaning supplies; the pest control company will accomplish cleaning
- Dispose of food/plants/soil in paper recycling bins
- Place old batteries in recycling bins; return to the mailroom for further disposition