



# PREPARING THE WORKPLACE FOR YOUR EMPLOYEES

## A CHECKLIST FOR A HEALTHIER OFFICE

### PREPARE THE WORKPLACE

- ✓ Establish Return to Workplace key principles to guide the methodology development
- ✓ Understand the landlord actions and develop an occupier action plan. Key points for any building include:
  - Cleaning/disinfecting per governing authorities' guidelines
  - Establishing an ongoing cleaning process (disinfect daily, make cleaning visible and obvious throughout day)
  - Conducting HVAC and filtration checks and readiness
  - Verifying all inspections, adjustments, and coordination are complete
  - Engaging current suppliers/contractors to assist with necessary changes
  - Building capacity and entry/access restrictions
- ✓ Develop Methodology for Return based on guidance from authorities and principles guiding the return strategy as example:
  - We will maintain required social distancing (density)
  - We will ensure appropriate hygiene practices
  - We will honor and respect the dignity of individuals (provide choice and options)
- ✓ Create a plan based on guidance from state and local authorities
- ✓ Consider a staggered (wave) or shift approach encouraging, but not forcing, return. Provide sufficient advanced notice (1 week) to employees for the return process. Managers must be engaged with this process for input in scheduling returns. Employee survey is recommended to determine:
  - Those that need to return due to technical or personal challenges

that impact their productivity when working from home

- Those who need to return for critical support or activities
- Employees preferring to continue to work from home due to personal or family health concerns
- Employees who are happy and productive working from home
- ✓ Limit entrances and conduct temperature checks at entrance points. Consider providing equipment for self-assessment and checking
- ✓ Increase cleaning protocols and reduce touch points. Cleaning should be ongoing and visibly active during the day:
  - Provide disinfectants near all shared work areas
  - Institute a clean desk policy, enable DIY cleaning (employee responsibility)
  - Remove high-touch shared tools (public touch screens, whiteboard markers, remote controls, etc.)
  - Create designated storage areas for personal items (drawers/lockers)
  - Remove trash cans from individual workstations
  - Incorporate materials that are easily cleaned and sanitized

### MANAGE ACCESS AND FLOW WITHIN BUILDING

- ✓ Control entry points
- ✓ Manage movement (one-way flow and distancing)
- ✓ Provide shields where necessary and appropriate
- ✓ Provide sanitizer, wipes, PPE to building guests as appropriate
- ✓ Communicate with signage and markings

---

## CREATE PEOPLE-FOCUSED GUIDELINES FOR A RESPONSIBLE RETURN

- ✓ Encourage people to stay home if they or a member of their household is feeling sick
- ✓ Employees should do a daily self-assessment for common COVID-19 symptoms and physical exposure to others with symptoms (either direct or indirect)
- ✓ If feeling sick once at work, report and go home immediately
- ✓ Reinforce travel and visitor policies established by your organization
- ✓ Social distancing 6 foot rule (minimum physical distance of 6' face-to-face)
  - Avoid groups larger than 10
  - Avoid non-essential interaction
  - Avoid physical contact
  - Wear mask (to protect others) when not able to maintain 6' distance
- ✓ Encourage personal hygiene best practices:
  - Clean hands regularly with soap and water (for at least 20 sec.)
  - Use hand sanitizer (apply proper amount and rub hands thoroughly) if you can't wash
  - Do not touch face (nose, eyes, mouth) unless hands are clean
  - Cover coughs and sneezes (dispose of tissues properly)
- ✓ Clean and disinfect commonly touched surfaces
- ✓ Develop remote working policies and guidelines that are appropriate for your business and situation

## OFFICE CLEANLINESS

- ✓ Add a robust and regular cleaning protocol, including daily day- and night-time cleanings, as well as scheduled deep cleanings
- ✓ Establish a clean desk/clean meeting space policy to enable a cleaning crew to thoroughly clean all desks and spaces
- ✓ Specify fabric and finishes with antimicrobial properties and/or bleach-cleanable surfaces
  - Collect and be prepared to follow cleaning instructions from product manufacturer
- ✓ Supply hand sanitizer and disinfectant wipes throughout the office, especially in high-traffic areas like reception areas, exits, stairs, restrooms, elevators, etc.
- ✓ Provide each employee with individual cleaning materials and a place to store them
- ✓ Recommend that employees wipe individual desks down at the beginning and/or end of each day and shared spaces at the beginning and/or end of each use
- ✓ Provide appropriate areas for disposing wipes and other cleaning materials

## ENSURE SOCIAL DISTANCING AND SAFETY VIA WORKSPACE LAYOUT

- ✓ Reduce density of space and ensure traffic flow that supports social distancing (one-way clockwise flow where possible and distanced from individual workstations)
- ✓ Provide for physical distancing per social distancing guidelines of a minimum of 6' face-to-face separation
- ✓ Reduce face-to-face positioning (orient to back-to-back or front-to-back with separation)
- ✓ Separate seats wherever possible and reduce number of people in meeting spaces
- ✓ Create space division that is generally 50" high (seated) and 68" high (standing). Screens and dividers should be positioned at heights above face to stop direct transmission.
- ✓ Provide enclosure and delineate space for further separation with partitions or storage
- ✓ Shift from shared to single use workspaces and reinforce DIY cleaning in addition to daily cleaning
- ✓ Incorporate easily cleaned and bleach cleanable materials where possible
- ✓ Provide territorial separation:
  - Use walls, panels, screens, storage to provide barriers where appropriate
  - Install front privacy screens for height adjustable surfaces
- ✓ Orient meeting tables and casual areas for proper social/physical distancing and spacing
- ✓ Institute a clean desk policy, enabling DIY cleaning as the employees' responsibility
- ✓ Designate storage areas for personal items (drawers/lockers) and assigned workspaces where possible