SAFE RETURN CHECKLIST:
EMPLOYEE ESSENTIALS

1. EMPLOYEE RETURN PLANS

☐ Determine the timelines for employees' return by office and department, considering social distancing and what roles are better suited to working from home vs. the office.

☐ Assess the implications of public transportation policies on workforce commutes in terms of both logistics and schedules.

☐ Stock all common areas and conference rooms with sanitation supplies and establish responsibilities for ensuring surfaces are cleaned and sanitized after each use.

☐ Devise and produce relevant branded signage for the office – including policy notices, social distancing markers, directional traffic flow signposts, and other floor markers.

☐ Determine additional tools or support needed for employees extending work from home – ranging from functional (e.g. delivering select employees an office chair), to physical well being (e.g. free virtual exercise plans), to comforting (e.g. branded sweatshirt).

2. WORKFORCE SAFETY

☐ Put together a branded "Welcome Back" safety kit for all employees, with essential products such as a two-week supply of hand sanitizer, sanitizing wipes, phone cleaning tools, disposable gloves, masks, and slippers for office-only wear.

☐ Require employees to clean off desktops and surrounding areas of clutter to minimize contamination opportunities and to enable thorough cleaning of surfaces.

☐ Determine safe practices for handling food and beverages, whether it's using all-disposable, single-use items or requiring employees to bring in their own utensils and containers.

☐ Post guidance in restrooms and kitchen areas on proper handwashing practices.

☐ Create secure storage for employee and visitor personal items where there's not space already designated.

3. INTERNAL COMMUNICATION

☐ Schedule leadership meetings to discuss and finalize all aspects of the return to work: timelines, office distancing, sanitation and security protocols, rules for entry, and when to send a symptomatic or exposed employee home.

☐ Hold smaller group meetings to plan and prepare the office for return: security, HR, office services, facilities, internal communications, departmental leaders, etc.

☐ One week prior to return, conduct a video conference call for all staff to demonstrate all critical office safety protocols.

☐ Create and train a task force representing various departments or office locations to help guide, course correct, and demonstrate best practices when employees are in the office.

☐ Reinforce key policies/messages through an all-employee summary email or printout – including safe sanitation practices for both the office and going to/from home.
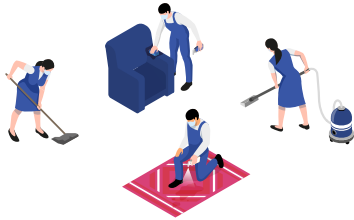
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4. PREPARE THE WORKPLACE

- Arrange for an initial deep cleaning of the entire office or workplace – including bathrooms, surfaces, doors, windows, and all handles.

- Establish cleaning policies, and plan for changes to the scope and timelines of cleaning services.

- Check with the landlord about lobby and common area cleaning policies, and ensure your plans are in compliance with building policies.

- Order ahead sufficient sanitizing and protective supplies – including hand sanitizers, wipes, antibacterial cleansers, bleach, soap, paper towels, gloves, and masks.

- Verify, through education, all cleaning products used are in compliance with OSHA and CDC guidelines.

5. DEVISE A SOCIAL DISTANCING PLAN

- Consider staggering employees' office schedules across days, or phasing in groups' return to work, in order to reduce the density of people in the office.

- In open floor plans, move desks to distances of 6 feet and/or insert protection panels or barriers between desks that extend to standing height.

- Re-arrange offices and conference rooms to position chairs 6 feet apart, marking floors to designate their required locations and removing extra chairs. Consider virtual conferences, if physical conference rooms aren't large enough.

- Prop open every internal office door possible with a door stop to avoid people using handles and touching surfaces going in and out of office areas.

- Devise a traffic flow plan, with one-way movement in a given aisle and to eliminate traffic that is too close to people's desks, in narrow hallways, or in entry/exit paths of conference rooms. Signpost the directions accordingly with floor decals.

6. DETERMINE OFFICE PROTOCOLS/POLICIES

- Re-imagine building security entrance procedures to enforce social distancing of 6 feet and eliminate public use of touchscreens; consider advance online registration.

- Control employee and visitor entry to office areas, incorporating a consistent set of protocols to ensure social distancing and personal safety – including infrared temperature monitoring, face mask checks, and hand sanitizing.

- Establish policies for handling deliveries (including food), as well as shipping/mail and boxes in and out of the office.

- Prohibit, limit, or require cleaning per use of high-touch office tools like whiteboards, touchscreens, coffee machines, water coolers, copy machines, etc.

- Create signs to communicate policies in key areas, including bathrooms, reception areas, kitchens, open work spaces, etc. Consider limiting communal areas to one person at a time, such as kitchens, copier/supply rooms.

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