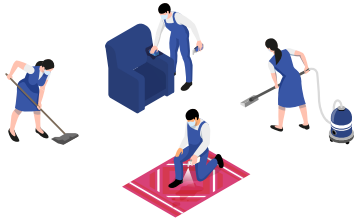# SAFE RETURN CHECKLIST:
WORKPLACE ESSENTIALS

1. 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.

2. 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.

3. 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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4. 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).

5. 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.

6. 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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