ENSURE EMPLOYEE AND CUSTOMER SAFETY WITH THESE STEPS!

#1 Prepare Your Building
Cleaning plans, HVAC & mechanicals checks, pre-return inspections

- Make a cleaning plan!
- Clean with authorized & approved products.
- Review and prepare plans for ongoing cleaning.
- Evaluate cleaning plans for changes to cleaning scope or the need for additional services.
- Ready mechanical, HVAC, fire/life safety systems.
- Upgrade HVAC filters and implement changes to mitigate reliance on recirculated air.
- Ensure compliance with landlord/owner policies.
- Engage vendors in back-to-work plans.
- Complete all inspections, remediations, repairs and communications before reopening.

#2 Prepare Your Employees
Employee communications, policies for deciding who returns and when

- Communicate to your employees that their safety is paramount!
- Consider the benefits of employees returning to work:
  - Socialization and proximity to co-workers
  - Easy access to work tools and resources
- Consider the benefits of employees working from home:
  - Employee health concerns (at-risk) or care of family members
  - Technology allows continued productivity and no commute
- Develop and stick to a detailed return-to-work plan!
- Help your employees find safe transportation.
- Post the <u>FFCRA Employee Rights</u> poster and signs reminding employees of cleaning protocols and social distancing.

#3 Limit Building Access
Visitor policies, shipping & receiving, safety and health checks

- Develop & implement visitor policies!
- Reconfigure lobby and waiting areas for social distancing.
- Clearly communicate through signs and floor markings social distance protocols.
- Limit capacity to meet social distancing guidelines:
  - Establish max capacity at 50% of fire code
  - Use appointment setting to limit congestion
- Install plexiglass shields as appropriate.
- Develop and execute shipping and receiving procedures.
- Evaluate the safety of touchscreens.
- Conduct employee temperature and health screening.
- Provide PPE, sanitizer and wipes.
- Require face coverings for employees and customers at all times.

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#4 Create a Social Distancing Plan
Decrease workspace density, employee scheduling, office traffic patterns

- Decrease workspace density by
  - Alternating work weeks between office and work from home
  - Stagger arrival & departure times
  - Allow employees to negotiate their in-office schedules
- Plan and monitor common office spaces to support social distancing.
- Reduce capacity of common spaces by removing chairs or tables.
- Redesign workspaces for social distancing, alternate desk/chairs, etc.
- Install panels between desks as appropriate.
- Assign workspaces.
- Convert small shared rooms to single-occupant only.
- Post signs designating the direction of foot-traffic, e.g., one-way aisles/halls.

#5 Increase Cleaning
Cleaning common areas, food plan, clean desk policy, touch points

- Clean and sanitize workplaces throughout the day and at the close of business or between shifts.
- Supply disinfectants, hand sanitizer, wipes and other cleaning products near or on each workspace to enable employees to clean their own workspaces.
- Sanitize all workspace areas, offices, conference rooms, breakrooms, restrooms, etc., prior to opening. Make sure all appliances and equipment are in working order.
- Remove food and beverages from common areas. Use single-serve only.
- Implement a clean desk policy.
- Provide designated, secure storage spaces for employee personal items.
- Remove shared tools such as whiteboard markers, remotes, etc., and consider the use of low-touch or no-touch light-switches, doors, drawers, faucets, etc.

#6 Communicate Transparently
Acknowledge employee safety concerns, communicate expectations

- Let your employees know that their safety is important to you!
- Make sure all management/leadership is on the same page and aligned on re-entry policies and procedures.
- Establish effective two-way communication.
- Build trust with your employees by communicating clearly and transparently.
- Be clear about employee expectations, including:
  - In-office and work from home policies
  - Visitor policies
  - HR policies on illness, caregiving and other employee concerns
- Post the FFCRA Employee Rights
- Emphasize that employee safety is the goal of enhanced cleaning policies, workspace social distancing, health screening, etc.

Sources: Coronavirus.Ohio.gov, CushmanWakefield.com, www.osha.gov/SLTC/covid-19/