



IS YOUR FACILITY READY TO RETURN TO WORK?

As provinces and municipalities across Canada make plans to lift state of emergency restrictions, will you be prepared to welcome and reassure staff that it is indeed safe to return to your workplace? While restrictions may get lifted, the risk of COVID-19 remains until such time that health authorities have a vaccine available for the general public. With this in mind, is your facility prepared to continue to practice the directives of health authorities like physical distancing and healthy hand hygiene?

We know this can all be very overwhelming. So, to help you plan for a safe return of your staff to the workplace, we have developed a list of things to consider and do now.

THINGS TO CONSIDER DOING:

- Consider which staff need to return to the workplace. Continue using a remote worker policy for those non-essential workers.
- If you have open workspace layouts, consider how these may be reconfigured to abide by the physical distancing directives. This may be as simple as usage of every other cubicle in a checkerboard style.
- If you have narrow hallways, consider taping directional arrows to promote one-way traffic.
- Consider removal of chairs in boardrooms, meeting rooms and lunchrooms to reduce capacity.
- Consider changing your washroom fixtures to touchless faucets and soap dispensers as well as a return to paper towels.
- Consider changing communal coffee urns/pots to single serve coffee machines.
- Consider developing a visitor policy during this time.
- Consider providing disposable wipes for staff for regular cleaning of common touchpoints within their periphery such as keyboards, mouse and telephones.

THINGS YOU NEED TO DO NOW (if you haven't done so already):

- Sanitize all workspace areas. Don't forget about your soft surfaces like cubicle walls, chairs and carpets.
- Compile and review a list of high-touch surfaces which will require consistent regular cleaning and disinfection.
- Prepare and post signage throughout your workplace promoting physical distancing and healthy hand hygiene.
- Stock up on your needed supplies such as hand soap and hand sanitizer.
- Have hand sanitizer available throughout your facility, particularly at entry points.
- Develop a detailed staff illness policy including 14-day isolation should someone in your workplace develop potential COVID-19 symptoms.
- Prepare communication to staff to convey the "new normal" of your workplace including physical distancing, hand washing and promoting virtual meetings.
- Consult with your cleaning vendor to develop new cleaning and disinfection protocols to ensure your facility is a safe and healthy environment.

With over 65 years of service, ServiceMaster Clean is a trusted leader for commercial cleaning. Every day more than 100,000 businesses worldwide depend on our commercial cleaning network to keep their workplaces clean, safe and healthy. Our experience and training afford us the ability to promote safe practices for infection prevention within all businesses.

Call ServiceMaster Clean today to learn how we can help you keep your workplace healthy and productive.

