

WORKPLACE READINESS ESSENTIALS

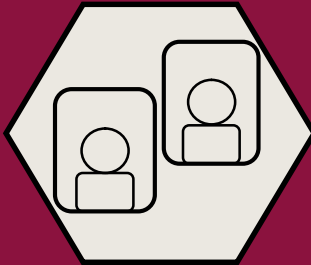
The migration back to business will look different for each organization. How can your business prepare for the return of its workforce? And how can you ensure your employees are prepared to return to work? Following a handful of operational guiding principles will help you to help navigate the many challenges into today's work environment.



PREPARE THE BUILDING

Cleaning plans and pre-return inspections

- Ensure safety of all workers
- Ready mechanical, HVAC, fire/life safety systems, and water supply
- Clean with products approved by governing authorities
- Ensure compliance with owner/landlord policies
- Engage vendors in planning
- Review and prepare cleaning plans and consider any additional needed services
- Ensure any communications, inspections, or remediations are complete
- Post signs on how to stop the spread of COVID-19: properly wash hands, properly wear a facial covering, etc.



PREPARE THE WORKFORCE

Policies for deciding who returns and when; and employee communications

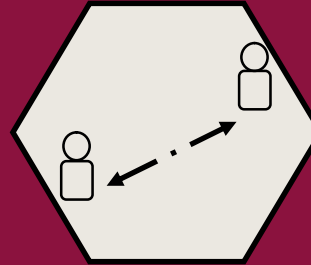
- Mitigate anxiety of returning to work through change management planning and communications
- Balance risks and benefits of employees returning to work vs. working from home: increased productivity due to proximity of colleagues and resources; socialization; health and family priorities; reduced commute times
- Encourage vulnerable workers to self-identify and support options to minimize customer contact or telework
- Develop and execute detailed plans on how to return to work
- Train managers and staff in safety actions BEFORE workplace reopens. Consider virtual training if possible



CONTROL ACCESS

Protocols for safety and health checks, reception, shipping/receiving, and visitor policies

- Control entry points, including deliveries
- Reconfigure gathering and lobby areas for social distancing
- Install plexiglass shields, as appropriate
- Clearly communicate building protocols through signage and floor markings
- Consider temperature screening
- Provide sanitizer, wipes, no touch trash cans, and PPE, as appropriate
- Disable touchscreens



CREATE A SOCIAL DISTANCING PLAN

Decreasing density, schedule management, office traffic patterns

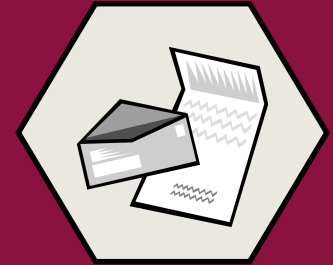
- Consider phasing return to work based on roles and business priorities
 - Alternating work weeks in the office and WFH
 - Staggered work times
- Support and monitor social distancing
- Redesign spaces: alternate desk or chair use, assign seats to ensure adherence, etc.
- Add panels between desks
- Enforce stringent cleaning protocols for shared spaces, hand washing, covering coughs and sneezes, using cloth face coverings
- Reduce capacity of conference rooms - by removing 50% of chairs
- Prohibit shared use of small rooms; and convert them to single-occupant use only
- Designate and post the direction of foot-traffic in main circulation paths



REDUCE TOUCH POINTS & INCREASE CLEANING

Touching ingress/egress, clean desk policy, food plan, cleaning common areas

- Maintain enhanced cleaning and disinfecting practices
- Remove food/beverages from work spaces – restock with single-serving items
- Supply hand sanitizer, wipes, and disinfectants at work areas, particularly shared spaces
- Sanitize all workspaces, including office, conference room, breakroom, and restroom prior to opening
- Limit in person meetings
- Consider low-touch or no-touch switches, doors, drawers and other fittings
- Remove high-touch shared tools such as whiteboard markers, remote controls, etc.
- Institute a clean desk policy
- Create secured, designated areas for personal items
- Designate a specific enclosed room to isolate any person identifying with symptoms during the work day



COMMUNICATE FOR CONFIDENCE

Recognize the fear in returning, communicate transparently, listen/survey regularly

- Ensure leadership alignment on reentry
- Establish two-way communication
- Ensure a trusting and transparent culture
- Clearly set employee expectations, with an emphasis on making them feel secure
 - Return to work/WFH policies and incentives
 - Guest and visitor policies
 - Employee travel policies
 - HR policies regarding illness, support for caregivers, etc.

MOST IMPORTANTLY

Constantly reinforce hand washing, social distancing, and staying home when ill.

INDUSTRY SPECIFIC GUIDANCE

For information specific to restaurants, child care, transportation, and other industries, visit the [CDC website](#).

This quick reference guide contains information based on CDC and industry guidance.

This guide is not intended as a substitute for full federal guidance.