Preparing your Return to Office Guidelines
The Return to Office (RTO) Process

Re-entry requires thoughtful planning and adherence to best practices.

**People First**
Assemble your Re-entry Planning team and establish a criteria for occupancy.

**Prepare Your Space**
Connect with the landlord and key vendors to ensure a seamless re-entry.

**Develop Return to Office Guidelines**
Outlines best practices, schedules for phased re-entry and formal plans for reducing density.

**Communicate RTO Guidelines**
Distribute and Present Return to Office Guidelines to prepare employee and manage expectations.
People First

Assemble your Re-Entry Planning Team to establish Criteria for Occupancy

Consider the following when determining who should Re-enter

- Risk Factors disclosed during the employee re-entry interview process
- Appropriate levels of occupancy based on capacity and distancing measures
- Business Continuity for teams in the event of illness

Assign new Roles and Responsibilities

Communication Champion
Issues all formal communication to employees and the landlord.

Record Keeper
Maintains logs of visitors and vendors coming into and out of the space.

Delivery Manager
Oversees all incoming deliveries.

Supply Manager
Ensures adequate sanitization supplies are available
Prepare Your Space

Understand and Take appropriate measures to protect the health of your employees.

Communicate with your Landlord

Shared Spaces
Seek guidance on protocol for common areas such as elevators and lobby, restrooms, fitness centers, cafeterias and the workspace.

Environmental Adjustments
Inquire about increased ventilation and humidity and better air filtration/sanitization.

Enhanced Cleaning Protocols
Explore option to enhance frequency and intensity of regular cleanings.

Prepare your office Space

Consider a Site Visit By Office Lead
Confirm base building services are operating (lighting/HVAC) and office appliances (fridge, etc.) are ready for use.

Deep Cleaning Prior to Occupancy
Has your office been sanitized since you left?

Order Supplies
Are you prepared with masks, gloves, wipes and hand soap?
Reduced Density Plan

Contact Gillian Baikie gbaikie@cresa.com with Cresa WPDS for assistance with your floorplan.

Plans include:
- Distancing analysis
- Occupancy modeling
- Traffic flow patterns
- Areas of congestion
- Sanitization station placement
Create your Return to Office Guidebook

Create guidelines to familiarize employees with best practices for the return to work.

Create a single document that addresses:

- How you’ve prepared your space for RTO
- What to expect from the landlord
- Return to Office approval process
- Individual responsibilities for promoting wellness
- Updates to work schedules
- Physical distancing and traffic flow
- The “new” office etiquette
- Best practices
- OSHA and CDC guidelines
- Frequently Asked Questions (FAQ’s)

Same Space, New Habits

FAQs

Is everyone returning to the office at once?
No. Please see the Phased Return to Work Schedule on the following page for more details.

What measures are being taken to sanitize the workspace?
In addition to elevated cleanings between shifts/workdays, each workspace has a sanitization station equipped with masks, gloves and hand sanitizer.

Can we utilize shared spaces (meeting rooms, kitchen, etc.)?
Yes. Signage showcasing the new capacity for these spaces has been posted. Please adhere to these recommendations and be mindful of the suggested distancing measures denoted by floor and desk stickers.
Communicate the Plan

It’s important that your employees know what to expect on their first day back to work.

Set Your Employees Up for Success

• Distribute Return to Office Guidelines to set expectations for re-entry.
• Reinforce social responsibility – everyone must follow the protocols outlined within the Guidelines.
• Outline the initial steps taken to ensure a safe work environment (the elevated sanitization, etc.).
• Reassure your team that you have taken every precaution to ensure their health and wellness.
Communicate On-Site with Signage

Frequent reminders and official guidance will enhance employee compliance.

Directional Signage and Seats Markers to indicate which seats to use will help Employees adapt more easily to new space protocol.
This data gathered during this time will help guide your future remote work policy and refine the approach to workplace re-entry.

Use this information to form a future strategic real estate plan that provides the most effective and efficient work environment while maintaining standard work/office culture.
Think beyond space.