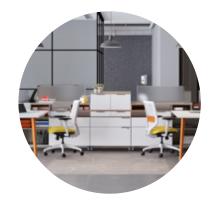


Return to the Office Checklist





Safe



Practical



Flexible

Make Your Space Work Checklist

Before People Return Make Your Space Safe Assess the need for new healthy workplace initiatives Plan for modified use of collaborative spaces like breakrooms, conference rooms and Identify PPE needs and establish guidance • Determine need for temperature check station meeting spaces • Establish an isolation room for • Implement schedules symptomatic employees • Define occupancy limits in shared spaces, • Publish schedule for increased cleaning business centers, and bathrooms Adjust desks and cubicles as necessary • Post cleaning procedures • Create at least a six-foot space between • Encourage virtual meetings employees workspaces as recommended by Adapt lobby and reception areas health officials • Install screens at reception counters • Avoid employees sitting face to face Limit elevator occupancy Provide home office solutions to those who can • Add screens or panels to open desk arrangements and clean them regularly work from home • Transition to assigned workspaces • Provide a secure storage area for personal items if not available at individual workspaces As People Return **Ongoing Assessment** Make Your Space Flexible **Make Your Space Practical** Create a communication process Lead with empathy • Review guidelines and changes Keep dialog open Proactively assess needs with employees Provide schedules and building maps • Create feedback process Communicate updates to policies and procedures Consider bringing your workforce back in phases Consider flexible work options Create neighborhoods with frequent collaborators • Public transportation changes Plan movement patterns through your space • Childcare limitations Update or add signage for directions, social High risk employees distancing, cleaning, hand washing, and occupancy Encourage employees to stay home when sick Provide employees information to stay healthy Support wellness initiatives for both physical and mental health Consider long-term healthy workplace upgrades Hands-free pulls on doors and cabinets Improve air filtration and HVAC systems Standardize work from home solutions for employees

Helpful Resources

HON Design and Specification Solutions
Healthy Workplace Solutions

Work From Home Solutions
Product Care Guide

CDC Guidance OSHA Safe Six FitWel Guidance

